Volunteer / Intern Procedure

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons.

Volunteers/interns shall:

1. Serve in the capacity of helpers and not be assigned to roles that require specific professional training. Instructional services shall be rendered under the supervision of a certificated or other appropriately trained staff member.
2. Refrain from discussing the performance or actions of a student except with the student's teacher or program site administrator.
3. Refer to a regular staff member for a final solution to any student problem which arises, whether of an instructional, medical, or operational nature.
4. Receive such information as:
    A. general job responsibilities and limitations;
    B. information about site facilities, routines, and procedures;
    C. work schedule and place of work; and
    D. expected relationship to the regular staff.
5. Have assignments and activities carefully defined in writing.
6. Have their services terminated for these and other reasons:
    A. program and/or duties completed;
    B. resignation of the volunteer/intern;
    C. replacement by a paid staff member; and
    D. circumstances which in the judgment of the administration may necessitate asking the volunteer/intern to terminate services.

Adoption: 12/23