

**ADMINISTRATIVE INTERNS**

Any request to participate in an Administrative Intern Program sponsored by a local university or college which necessitates released time from the normal day must be approved and recommended by the Superintendent to the Board of Trustees. Such approval and recommendations shall comply with all of the following:

1. That in any year no more than two percent (2%) of the staff will be approved for such programs.
2. That any released time will be made up by the individual at the discretion of the district.
3. That agreement on all phases of the internship be reached by the district with the sponsoring institution.
4. That any released time not to exceed one day per month.