

STUDENT VOLUNTEERS, INTERNS, OR EMPLOYEES: 5635

Federal Way Public School students may serve as volunteers, interns, or as part-time employees only under the conditions provided in this policy and procedure 5635/5635P, or policy and procedure 5595/5595P. In all cases, the student must be sixteen (16) years of age or older to be in the role of a volunteer, intern, or student employee; or at least fourteen (14) years of age and enrolled in a junior or senior level class.

To serve as a volunteer, the student must have prior approval from his/her principal and from the principal of the school where s/he wishes to volunteer. In most cases, a request by a student to volunteer will only be considered if the volunteer activity is to fulfill the requirements of a class that the student is taking or it is part of a service requirement for graduation. If part of the requirements for a class that the student is taking, the teacher of the class may initiate the request on behalf of the student(s) to the principals and teachers involved.

All student volunteers must be under the direct supervision of a school district employee at all times. If approved as part of a class requirement and under the direct supervision of a district employee, the volunteer student does not have to go through the regular volunteer checklist, background check, and approval process required of other volunteers, because s/he is participating in a school activity under the supervision of a district employee as all other students in the building.

Federal Way Public School Students will not be considered for regular District employee positions while still a student, however, with prior approval District departments, programs, or schools may utilize the services of FWPS students as interns or part-time student employees under the provisions of this policy and procedure 5635/5635P, or policy and procedure 5595/5595P. Requests for any such internship or training practicum experiences or student employee experiences must be submitted to the Assistant Superintendent for Human Resources or designee and approved in advance of the start of any such program.

All internship/practicum or student employee activities shall comply with any applicable federal or state labor laws.

Cross References: Administrative Policy – 5595 Non-Administrative Internships
 Administrative Policy – 5630 Volunteers

Legal References: 29 USC Ch. 8 Fair Labor Standards