STUDENT VOLUNTEERS, INTERNS, OR EMPLOYEES: 5635P

Student Volunteers: 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.

Student Interns: To be approved to have Federal Way Public School students participate in internship opportunities, the requesting supervisor must receive prior approval from the Assistant Superintendent of Human Resources/designee as described in Procedure 5595P. If approved, students participating in any such programs must complete any required paperwork including a required background clearance from the Human Resources office prior to starting any internship activities. The Human Resources department will notify the supervisor when the student has completed the processing requirements and is cleared to begin the internship activities. Prior to receiving that approval, the supervisor shall not allow the student to begin any internship activities.

Student Employees: Requests for any employment of a student must be submitted by the department, program, or school supervisor to the Assistant Superintendent for Human Resources or designee and approved in advance of the start of any such activities.

As a minimum, requests shall include:

1. A statement regarding the reason for recommending student employment;
2. The expected length of the employment and hours per day or week;
3. The designated supervisor of the student employee; and
4. The recommended compensation proposed for the student employee.

After submission of the proposal, the Assistant Superintendent for Human Resources or designee will inform the person submitting the request in writing whether the request has been approved or not. In some cases a meeting may be scheduled between the Assistant Superintendent for Human Resources/designee and the person submitting the request to gain further information before a decision is made. Typically requests for student employees that may be considered would be activities such as tutoring, or activities that would supplement not supplant the work of regular district employees.

STUDENT VOLUNTEERS, INTERNS, OR EMPLOYEES: 5635P

In all cases the student employee must have received approval in writing, and must have completed any required paperwork from the Human Resources department before beginning the employment experience. The Human Resources department will notify the supervisor when the student has completed the processing requirements and is cleared to begin the employment activities. Prior to receiving that approval, the supervisor shall not allow the student to begin any employment activities.

All student employment activities shall comply with any applicable federal or state child labor laws, which include a maximum of four (4) hours per day and twenty (20) hours per week between the hours of 7:00 a.m. and 10:00 p.m. for those who are sixteen (16) or seventeen (17) years of age; and a maximum of three (3) hours per day and eighteen (18) hours per week between the hours of 7:00 a.m. and 7:00 p.m. for those who are fourteen (14) or fifteen (15) years of age.