

*Adopted:* April 2008  
*Reviewed:* December 14, 2023

## **Twin Cities International Schools** VOLUNTEER POLICY (145)

### **I. PURPOSE**

The purpose of this policy is to establish standards regarding the measures to be taken when citizen volunteers are assisting sites to serve students so that the safety and security of our students, staff and volunteers are assured.

### **II. GENERAL STATEMENT OF POLICY**

The Board of Education encourages the use of community resources and citizens as volunteers to assist in furthering the educational programs at our sites so that student achievement will be enhanced. While encouraging the involvement of community volunteers is important, the Board must also assure the safety of the students and staff. This policy is intended to provide the direction to accomplish this objective.

### **III. PROCEDURES FOR APPROVING VOLUNTEERS AT SITES**

A. As part of maintaining a safe environment for students and staff, the following shall be adhered to:

1. Volunteers shall abide by applicable district policies and procedures while providing volunteer services at a district site.
2. Volunteer organizations shall maintain their own general liability insurance coverage. Individual volunteers shall hold the district harmless to liability to actions taken by the volunteer.
3. Volunteers shall be screened in accordance with the procedures to be developed by the School Board.
4. Volunteers who work with students in any capacity shall consent to a criminal background check; with the exception of parents, and school sponsored programs.

5. Students and/or minors serving as volunteers shall always be under the direct supervision of an adult staff member.
  6. The selection and dismissal of volunteers shall be conducted consistent with the applicable federal and state regulations that govern employees;
  7. Volunteers shall participate in an orientation session with TIES administration regarding state, federal and district policies about data practices and the rights of students to privacy and other appropriate district and site procedures; and,
  8. Principals or other district officials who enter into partnerships with community based organizations, faith based organizations or any other organized group or agency shall sign an agreement that requires the organization or group to ensure that they follow District policies, included but not limited to volunteers.
- B. This policy applies to the use of volunteers during the regular school day as well as before and after school and during the summer. Furthermore, it applies to district sponsored activities conducted outside of the district as well as to those on district premises.

#### **IV. RESPONSIBILITIES OF THE DIRECTOR**

- A. The Director shall establish regulations necessary to implement this policy and shall communicate this policy and the regulations to all district employees.
- B. The Director's regulations shall identify the consequences for employees who do not follow this policy.

***Legal References:*** Minnesota Statutes Sections 13.43, 123B.02, 123B.03, 466.01, 466.0