

School Volunteers

Volunteers, by lending their time, talents and resources to the educational team process, are an essential and valuable component of the Dubuque Community School District's mission to provide quality education to students PK-12.

The District encourages the use of volunteers to:

1. Support and enhance the instructional and co-curricular programs,
2. Enrich the curriculum and broaden student learning opportunities by adding a voice of experience or background knowledge,
3. Provide students with individual attention,
4. Assist students of varying abilities,
5. Provide teachers with more time to work with students.

To ensure safety for students, volunteers and staff, all volunteers must adhere to volunteer guidelines outlined by the District and school(s) in which they serve. Any volunteer who works directly with students or assists staff on a regular basis; supervise/chaperone students; or act as a primary authority figure must complete volunteer information and disclosure statements, and submit to a criminal background check.

Volunteers shall work under the direct supervision of staff members.

In accordance with the privacy rights of staff, students and families, volunteers must keep personal and personnel matters confidential.

Adopted: November 13, 2000
Revised: September 17, 2007
Reviewed: March 26, 2013
Revised: December 9, 2019

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Volunteers make valuable contributions to the learning process by providing assistance to the students and staff members of the Dubuque Community School District.

The following guidelines were created to ensure the safety of students, volunteers and staff.

All Volunteers:

1. Will adhere to volunteer guidelines outlined by the School District and building(s) in which they serve.
2. Will identify themselves to the building administrator/designee before beginning each volunteer assignment. They will report to the office or designated place prior to beginning volunteer service. There, the volunteer will receive volunteer identification and will sign in and out.
3. Who work directly with students or assist staff on a regular basis; supervise/chaperone students; or act as a primary authority figure must complete volunteer information and disclosure statements. Examples of volunteers who must complete this screening process include:
 - Classroom volunteers/teaching assistants
 - Field trip supervisors/chaperones (trip, dances, sporting events)/ushers/trip drivers
 - Volunteer sport coaches/assistants
 - Volunteer club or activity sponsors/assistants
 - Volunteer mentors
 - School Business Partnership Volunteers

Examples of volunteers who may be excluded from completing the information and disclosure statements include:

- Classroom resource speakers
- Ticket takers and other volunteers whose primary role is not interacting with students, etc.

After the disclosure statement has been collected and processed, such statement will be kept on file in the Human Resource Services Department. After notification of approval from the Human Resources Department, principals may allow volunteers to serve whose records have been processed and found to be acceptable.

The Human Resources Department will:

- Maintain the accounting and reporting of volunteer services in the Dubuque Community School District

Building Administrators will:

- Conduct orientation and information sharing for volunteers which details District and school-specific data and guidelines.
- Emphasize importance and value of volunteers to the Dubuque Community School District.
- Supervise, monitor and evaluate volunteer activities in his/her building.