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## PARENT-TEACHER-STUDENT CONFERENCES

Twice during each school year (Fall and Spring) time is set aside specifically for parents and students to conference with the student's teacher(s). Conference times vary by school, but will be offered during the scheduled days below:

**Fall 2023:** October 19, 23, 24, 25, 26      **Spring 2024:** February 15, 19, 20, 21, 22

Look for information directly from you school regarding scheduling a conference time.

Please call the school if you have questions regarding school conferences or have not been contacted. This is an important time in the education of your child as teacher(s), parent and student to work together to plan strategies for success in the education of your child(ren).

## VISITING YOUR CHILD'S SCHOOL

Parents/Guardians are welcome and encouraged to schedule classroom visits at any time during the year except the first and last two weeks school is in session, and during the time that standardized tests are being administered. Parents/guardians may not bring pre-school children or infants with them for classroom visits, field trips or room parties because younger children can distract the attention of both the visitor and the class. When in the classroom observing a class in session, please do not attempt to hold a conference with the teacher about your child.

Whenever visiting a school, visitors should check in at the school office upon entering the building. Visitors are then checked-in to building using the Raptor Visitor Management System. The system uses the visitor's government-issued photo ID to check against the National Sex Offender Registry and then prints a time-stamped photo ID that the visitor should wear at all times while visiting. Any visitors to the school are expected to comply with all district policies.

For more information, refer to school board policy #9004, available on the district website at [www.dbqschools.org](http://www.dbqschools.org).

## VOLUNTEERING + MENTORING

It is the policy of the Dubuque Community School District Board of Directors to make every reasonable effort to provide a safe learning environment for students working with volunteers/mentors. Therefore, the District requires anyone who works directly with students or assists staff on a regular basis to supervise/chaperone students; or act as a primary authority figure to complete the forms in the Non-employee Background Check Packet.

These forms are located in the back of this handbook, online at the district website ([www.dbqschools.org/volunteer](http://www.dbqschools.org/volunteer)), the Forum, or at any school office in the district. The packet must be filled out completely, returned to the Human Resources Department at the Forum directly or via your home school.

Once the background check is completed and approved by Human Resources you may volunteer/mentor in the district. All inquiries regarding the applicant's status will be directed through the schools.

Background checks must be updated every five years to remain eligible for volunteering. For more information, refer to school board policy #4614, available on the district website at [www.dbqschools.org](http://www.dbqschools.org).

Learn more about our state-certified student mentoring program and how to become a mentor at [www.dbqschools.org/student-mentoring](http://www.dbqschools.org/student-mentoring).



**FORM 17: Non-Employee Background Check Packet**  
The form is available at the back of this handbook, in the school offices, and at [www.dbqschools.org/forms](http://www.dbqschools.org/forms).