DAVENPORT
Community Schools
GROWING EXCELLENCE

Volunteer Handbook

Welcome

Thank you for choosing to volunteer with the Davenport Community Schools! Your decision to share your time and talents with us makes a lasting difference in the lives of our students. This handbook is here to help you feel confident and prepared, offering practical guidance and key information to support your journey.

We are committed to making your experience safe, rewarding, and meaningful. Whether you are new to volunteering or returning for another year, we are excited to have you as part of our school community.

Message from the Superintendent

Dear Volunteers,
Welcome to the Davenport Community Schools family. Your dedication to serving our students and schools is deeply appreciated. Volunteers like you bring energy, compassion, and a unique perspective that enriches our learning environments.

This handbook is a resource to help you navigate your role with ease. From classroom support to behind the scenes contributions, every effort you make helps build a stronger, more connected school community.

Thank you for being a vital part of our mission. We look forward to the positive impact we will create together.

With gratitude,
TJ Schneckloth
Superintendent
Davenport Community School District

Our Mission & Vision

Vision
Education that challenges conventional thinking, prepares all students to compete in a global society, and inspires our students, parents, staff, and community to ask, *"What if?"*

Mission
To enhance each student's abilities by providing a quality education enriched by our diverse community.

Volunteer Program Overview

Goals of the DCSD Volunteer Office

- Engage our diverse community in schools.
- Support individualized student learning.
- Provide meaningful service opportunities.
- Assist with non-instructional school activities.
- Promote community goodwill toward DCSD.

Core Principles

- Volunteers support, not replace, school staff.
- Volunteer-staff relationships are built on mutual respect.
- Volunteers serve under the supervision of the school personnel.
- All DCSD Board policies apply to volunteer service.

Getting Started

Step 1: Express Interest
Complete the volunteer interest form on the DCSD website.

Step 2: Background Check
If there is a match between your interests and school needs, you will be contacted to complete a background check. Please see background check policy located within this handbook on pages 5 and 6 for further details.

Step 3: Placement and Orientation
Once cleared, you will be contacted to schedule an orientation at a time that works best for you. Orientation may be offered in various formats to accommodate your schedule. After completing orientation, you will be connected with a designated point of contact who will help you get started on your volunteer journey.

Volunteer Support

DCSD staff will:

- Provide clear guidance and supervision
- Communicate respectfully and consistently
- Ensure a safe, organized environment
- Keep you informed of updates
- Match your skills with meaningful tasks

Ways to Volunteer

DCSD offers a variety of volunteer roles, including:

- Lunch Buddy
- Reading Buddy
- Classroom Helper
- Front Office Helper
- Library Volunteer
- Mentoring
- Tutoring
- Arrival/Dismissal Support

We will help match you with a role that fits your interest and availability.

Volunteer Guidelines

All volunteers must be screened and approved before starting

- Sign in/out at building front office when you are volunteering
- Perform assigned duties to the best of your ability
- Consent to **photos/video/audio** to be used by DCSD for publicity
- Computer access requires authorization and policy compliance

Dress Code

Wear attire that is professional, comfortable, and appropriate for your role and school setting.

Safety & Conduct

School Safety

Report any concerns to school administrators immediately.

Zero Tolerance for Harassment

Harassment of any kind; written, verbal, or physical is strictly prohibited. This includes but is not limited to comments or jokes related to race, religion, disability, or orientation. See full policy at www.davenportschools.org.

Confidentiality and FERPA

All student and staff information is confidential.

Do:

· Keep student information private
· Respect photo opt-out designations
· Report sensitive student disclosures to staff immediately

Don't:

· Share student details with others
· Photograph students without approval

Transportation Policy

Volunteers **may not** transport students in personal vehicles unless authorized in writing by DCSD, the principal, and parents.

Injury or Incident Reporting

DCSD does not provide health insurance for volunteers. If injured:

- Seek help or call 911.
- Notify a staff member immediately.
- A district injury report will be filed with Human Resources.

Safe Student Interaction

These rules exist to protect both students and volunteers:

Do:

- Work in public spaces under staff supervision.
- Use positive physical cues like high-fives or handshakes.
- Maintain professional boundaries at all times.

Do Not:

- Meet with students alone or outside school
- Give personal gifts or share contact information
- Allow students to sit on your lap

Communitcation & Feedback

We value your voice! Open communication helps us grow. If you decide to stop volunteering, we welcome your feedback to improve the experience for others.

Thank you!

Your time, care, and commitment are deeply appreciated. You are helping shape brighter futures for Davenport students.

Davenport Community Schools
Achievement Service Center
1702 Main Street
Davenport, IA 52803
563-445-5000
www.davenportschools.org

Volunteer Background Check Policy

To ensure the safety and well-being of our community, all volunteers are required to complete a background check prior to participating in any volunteer activity. This policy outlines the requirements and disqualifying criteria for volunteer eligibility.

Background Check Requirements
All volunteers must complete a background check and be cleared by DCSD staff before beginning any volunteer work.

Background checks must be renewed every 24 months to maintain active volunteer status.

Volunteers will receive renewal notifications through the Raptor System prior to the expiration of their volunteer status. It is the volunteer's responsibility to complete the renewal process to maintain eligibility.

Disqualifying Offenses
The following offenses will disqualify an individual from volunteering:

Permanent Disqualification
Individuals will be permanently disqualified from volunteering if they:

Are required to be listed on any state or the national sex offender registry

Have been convicted of any felony offense, including but not limited to:

- Child endangerment or neglect or abandonment of a dependent person
- Domestic Abuse
- A crime against a child including but not limited to sexual exploitation of a minor
- A forcible felony
- Arson

Additionally, individuals with misdemeanor convictions involving a child under the following offenses will be permanently disqualified:

- Child abuse
- Child endangerment
- Sexual assault
- Child pornography

Disqualification for 7 Years from Date of Offense:

Individuals will be disqualified from volunteering for seven years from the date of the offense if they have been convicted of:

- Theft
- Controlled substance offenses
- Physical abuse or assault

If a background check reveals any of the above offenses, the individual will not be eligible to volunteer. Exceptions or appeals may be considered for theft and controlled substance offenses, based on the circumstances and at the discretion of the district.

Additional Notes:

If a volunteer believes their background check may be under a different name, they should notify the Communications and Community Engagement Coordinator immediately.

All background check information is handled with strict confidentiality and in accordance with applicable laws and regulations.

This list of disqualifying offenses is not exhaustive. Other charges may be reviewed and evaluated on a case-by-case basis to determine eligibility.