



Independence School District

23786 Indee Blvd., Independence, WI 54747

(715) 985-3172

FAX (715) 985-2303

www.indps.k12.wi.us

Bärry
Schmitt
District Administrator
9-12 Principal

Brianna
Zwiefelhofer
PreK-5 Principal
Middle School Principal

Dawn
Woychik
Director of Curriculum & Instruction
School Counseling

Kayla
Olson
Interim Director
Of Special Education

Independence Public School Volunteer Opportunities

_____ Assist elementary teachers in the classroom. The duties may differ depending on individual classrooms or teachers.

_____ Reading with individual students. This may involve the student reading to you or you reading stories to the student.

_____ Math flash cards or practicing math facts.

_____ Playground supervision, which may involve helping students with their snow pants, coats, boots, mittens and hats.

_____ Chaperone on a field trip.

_____ Help with blood drives.

_____ Translator assistance at parent-teacher conferences or other school functions.

_____ Hearing/Vision screening assistance.

_____ Clerical support / making copies / cutting out laminated items.

_____ Lunchroom supervision.

_____ After school tutoring.

_____ Help correcting papers/homework.

_____ Landscaping and /or maintaining our school grounds.

_____ Making bars/cookies/snacks for specific functions during the year.

_____ Coordinate/maintain the fundraising efforts of box-top type programs for the school district.

_____ Assist the art teacher with elementary art classrooms during the year.

_____ Help in the library.

_____ Update bulletin boards and display cases.

_____ Help in concession stands during sporting events / tournaments (this is a collaborative effort with the Athletic Booster Club).

___ Football ___ Baseball ___ Track ___ Volleyball ___ Softball ___ Basketball ___ Wrestling

_____ Help at Ashley for the Arts - each volunteer adds money to the amount Ashley donates to our school.

_____ Chaperone during middle or high school dance.

_____ Post Prom – volunteers are needed at the event as well as donations.

_____ Talk to students about your career choice and/or job duties.

_____ Costume design and sewing for concerts and programs.

_____ Help photographers on the 1st day of school during photo sessions.

_____ Drive students to events during the school day (you may use the school van, but will need to have a valid driver's license and proof of insurance).

_____ Musical accompaniment.

_____ Help during band and vocal solo/ensemble contests.

_____ Public Relations / Promoting our school.

_____ State Testing.

_____ Portfolio Interviews with our high school seniors in May.

Board of Education

Joe Bragger-President, Jen Rombalski-Vice President, Leah Matchey-Clerk, Bob Guza-Treasurer, Deb Bork-Member



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- _____ Assist elementary classrooms with afternoon snacks.
_____ Take home projects from teachers.
_____ What special skills or abilities do you have to offer for our school's students and future needs?
This may involve construction, artistic, musical, medical knowledge and so many more...

Date: _____

Name: _____

Phone#: _____

Address: _____

Child's (Children's) Name

Grade

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Independence Public School School Volunteer Application Form

Completion of this form is required in order to volunteer or chaperone in the Independence School District.

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All applications will be reviewed, and are subject to administration and board approval.

School Year _____ (Check one below)

☐ I wish to apply as a volunteer for the current school year only.

☐ I wish to apply as a volunteer for the duration of time that my children attend this school, or until further notice.

Last Name	First Name	Middle Initial	Date of Birth	
Street Address		City	State	Zip Code
Home Phone	Work Phone	Cell Phone	e-mail address	

Driver's License Number (Required of all volunteers) State of Issuance Expiration Date

Note: If you intend to drive a vehicle as a volunteer, you must also submit proof of insurance.

Health: Do you have any health or medical conditions that our school needs to be aware of? (All information is confidential and made known only to those directly involved.) Please indicate any health or medical conditions or concerns that we should know about:

Criminal History: For the safety of our children, a background check will be conducted on all applicants.

- Have you ever been convicted, pled guilty, pled "no contest," or been arrested, or charged for a criminal offense other than a minor traffic violation? ☐ Yes ☐ No
- Are charges pending for any criminal offense? ☐ Yes ☐ No
- Have you ever been arrested or charged for a drug, alcohol, or sexually related offense or act of violence? ☐ Yes ☐ No
- Have you ever been reported for child abuse/sexual activities involving a student or minor, rrested or had charges filed against you? ☐ Yes ☐ No

·If "yes" to any of the above, please explain. Attach a sheet if necessary.

Declaration: As a volunteer, I agree to abide by the rules and policies of the Independence School District, and Public Records Laws. I have received, read, and understand the Volunteer Handbook, and I agree to abide by all provisions of that Handbook, including the requirement that I maintain strict confidentiality with information to which I have access, while performing my duties. I also understand that all personally identifiable information regarding students is confidential, and that I may not disclose or discuss any such information, except to or with the teacher. I hereby authorize the School District of Independence to undertake a background check. My signature on this form is deemed to constitute consent and notification that a background check will be conducted.

X_____

Applicant's Signature Required to Volunteer

Date

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Independence School District Volunteer and Chaperone Handbook

I. Introduction

Welcome to the growing ranks of school volunteers. Volunteering is “the giving of time, energy, and concern. It is an honorable and cherished responsibility of our society.” Through our school leaders, we hope to encourage increased participation and partnership in our local school community. For the children of the Independence School to reach their full educational, physical, emotional, and social potential requires the commitment and involvement of all the members of the community: students, teachers, parents, guardians, community organizations, and school administrators.

The purpose of a volunteer is not to replace the work of the employee, but rather to assist the administration and staff in improving the quality of the school environment. Volunteers do make a difference! Volunteer participation will be an opportunity for you to share with others in the enrichment of education for our students. You will discover the rewards of helping students achieve their personal best and at the same time gain useful experience yourself. We hope as well that the experience of volunteering in our schools will offer you a greater awareness of the variety of challenges and opportunities confronting our education system.

II. Role of the Volunteer Coordinator

The Volunteer coordinator reports to the building principal, and carries out his or her duties under the principal's direction. He or she is responsible for the following:

- Planning and implementing the program in accordance with the district's policies and philosophy;
- Assisting in the development and maintenance of the school volunteer handbook;
- Recruiting volunteers;
- Conducting in-service training for all volunteers, including information of confidentiality, safety and emergencies, and specific activities and tasks;
- Directing the activities of the volunteers;
- Annual recognition of volunteer services.

III. What do Volunteers do?

Volunteers perform many different tasks in the Independence School District. The following list is a sample of such tasks:

- Performing clerical work, such as cutting, laminating, collating, copying, and coloring.
- Organizing fund-raising activities.
- Reading and listening to young readers.
- Creating displays and bulletin boards.
- Caring for pre-school children during parent-teacher conferences.

IV. What DON'T's Volunteers do?

- Administer discipline
- Interrogate students or investigate problems;
- Administer medication;
- Clean up bodily fluids;
- Distract teachers while they are teaching; or spend an inordinate amount of time visiting with other staff while they are working.

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V. What Should a School Volunteer Expect?

A school volunteer should:

Be made to feel that the assistance given is worthwhile and contributes to the overall value of the program in which they are participating.

Be given proper orientation to the school with introductions to key personnel and information provided as to parking, storage of personal items, washroom, and coffee/lunch facilities.

Be provided with direct support from staff if difficulties arise.

VI. What is Expected of a School Volunteer?

A school volunteer has the following responsibilities:

- Complete and sign a School Volunteer Application form and handbook;
- Sign in at the office, receive a name tag, and sign out when you leave;
- Participate in an annual orientation for volunteers.

VII. Disclosure of Possible Abuse

In Wisconsin Public Schools, it is a legal obligation to report any suspected case of child abuse. If a child indicates to a volunteer that he/she has been or is the victim of abuse, or if a volunteer has strong suspicions that a student may be an abuse victim, the volunteer must inform either the supervising teacher or the principal.

VII. Speaking About Confidentiality

Perhaps one of the greatest obstacles in the path of effective use of volunteers, especially parent volunteers, is the worry on the part of teachers and principals regarding the possible misuse of privileged information. Once anyone begins to work in a school setting, he/she becomes privy to knowledge about other children's behavior patterns, academic ability, emotional maturity, relationships with others, etc. In some cases information of this nature is imparted in order that the volunteer might work more effectively with the child. In other cases, it is simply acquired in the course of frequent contact in the school.

In addition, volunteers are in a position to learn more about staff members than would normally be learned from their "public image". Once also forms personal opinions about the professional competency of the individual teachers and principals.

There is nothing wrong with the volunteer possessing such knowledge and arriving at the personal conclusions. This knowledge or these opinions, however, should never be shared in the community or with anyone who has no legitimate need to know. Similarly, care must be taken not to make comments harmful to the reputation of any pupil, professional, or other volunteer.

If problems develop, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.

A volunteer has every right to expect that his or her participation will be treated with the same confidentiality and respect.

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Independence School District respects each student's right to confidentiality and privacy of their educational information. Consistent with our commitment and as required by Federal law, we will make every attempt to protect the privacy of student information so that such information is not heard, read or otherwise shared with others for any reason other than to promote the best educational outcomes for our students.

IX. Liability Insurance

Volunteers, when acting in a Board approved activity, are insured under the Self-Insurance Program in the same way as the Board, teachers, and all other staff with respect to their actual or alleged negligence or error or omission. However, it is the duty of any person who witnesses any incident which, in today's litigious society, could become a claim, or receives any word that a claim may be made, to notify the superior in charge without delay. It must be relayed to the Board so that the Self-Insurance Program will have the opportunity to investigate while it is fresh in everyone's mind.

X. Chaperone Responsibility Guide

All Chaperones for the Independence School District must have on file a copy of the Chaperone Responsibility Guide. The guide, found at the end of this handbook, may be submitted to the District Main Office Secretary. Once submitted, the chaperone will be able to chaperone any school field trip for three years.

CHAPERONE RESPONSIBILITY GUIDE

Field trips are an essential component of children's education. As a chaperone, you can reinforce the social skills that are taught at home and at school. Here are some things that you can do today to help our children learn good manners and respectful behavior.

1. Normally, the teacher will pair students up to sit together and to walk together. Please respect these decisions, as they are made to ensure that no child feels left out or left behind.
2. Introduce yourself to the children that you have been asked to supervise, and let them know what you wish to be called... (Mrs. Smith, Mr. Rogers, etc.)
3. Remind children of appropriate behavior on the bus, in a restaurant, and as a guest in someone's home.
4. Children may have permission to use electronic devices. If so, you can model appropriate behavior yourself with respect to their use. (For example, cell phone conversations can disturb the people around you. If it is essential to use a cell phone, please model how and when to use it.
5. The safety of children is your first priority. If you have been asked to monitor a small group of children, insist that they stay with you at all times, and do not wander off. The chaperone assumes responsibility for students in their charge at all times. Students shall be supervised at all times, and never left alone.
6. Chaperones should report misbehavior or infractions of school rules to the supervising teacher at the first opportunity.
7. Trips can be exciting and fun. We hope that you will model this as well, with a smile and a positive attitude - even when things don't always go according to plan. The chaperone shall maintain personal and professional conduct commensurate with the highest ideals of the Independence School District.
8. The chaperone shall refrain from all drug and alcohol consumption and not frequent an establishment that serves alcohol when on a school sponsored activity.

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I have read this handbook for the Independence School District, and agree to comply with the guidelines for volunteers and chaperones as set forth herein.

Signed: _____

Date: _____

Applicant: _____

Address: _____

Phone Number: _____

Name of students currently enrolled at Independence Public School:

For office use only

_____ Date received

_____ Application Form Complete, including Drivers License #

_____ Handbook Reviewed and Signed

_____ Background checked _____ Initials of school secretary _____ Date _____ yes no

_____ Reviewed by the Board of Education

_____ Approved

_____ Denied

_____ Approved with restriction listed

Above information reviewed by: _____

3 year expires on _____

Administrator: _____

Date: _____

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