

# VOLUNTEER HANDBOOK

Waupun Area School District



2020-2021

# TABLE OF CONTENTS

Welcome Letter from District Administrator – Steven Hill	3
School Volunteer Reminders	4
Policies:	
• 8120 - Volunteers	5-6
• 2430.01 - Special Programs by Community Volunteers	6
• 4213 - Student Supervision and Welfare	7-8
• 5330 - Administration of Medication/Emergency Care	8-10
• 5340 - Student Accidents/Illness/Concussion	10-11
• 5517 - Student Anti-Harassment	12-21
• Sexual and Other Forms of Harassment	21-22
• 7430 - Safety Standards	22
• Criminal Background Checks/Charges/Convictions – Obligation to Report	23
Application, Consent, Confidentiality Statement and Handbook Acknowledgement – Access via District website <a href="http://www.waupun.k12.wi.us">www.waupun.k12.wi.us</a>	24
Appendix A – Volunteer Guidelines	25-26
Appendix B - Volunteer/Chaperone Waiver and Release Form	27-28
Appendix C – Special Statement Regarding Sex Discrimination under Title IX	29



# WAUPUN AREA SCHOOL DISTRICT

950 Wilcox Street, Waupun, WI 53963 • (920) 324-9341

*A catalyst for innovation resulting in student success.*

---

August 1, 2020

Dear Volunteer;

You serve a vital role in the education of our students by providing critical continuity of instruction when the regular teacher cannot be present. You are as much a part of and contributor to the climate of our schools and academic success of our students as any staff member; and because you are so important to our function, we want you to have every tool we can provide to make your days with us successful and rewarding for you and the students you serve.

Waupun Area School District began a Senior Tax Exchange Program (STEP) in 2015. The goal of STEP is to increase volunteerism of retired citizens in our District schools. Qualified retirees may receive up to \$495 to pay toward their property tax bill. For more information, please contact the STEP Coordinator Faye Henderson at (920) 324-9322 ext. 2238.

We look forward to working with you this year.

Thank you,

Steven Hill  
District Administrator  
Waupun Area School District

## **SCHOOL VOLUNTEER REMINDERS**

The school board recognizes that community citizens as volunteers provide valuable services which benefit your schools and students. Volunteers are representatives of the school community and are upheld to the same professional standards, as is District staff. However, volunteering is a privilege, not a right. Therefore, volunteering begins with a positive and productive relationship with a child's own classroom teacher, where appropriate volunteers should model positive family-school-community relationships, respecting the guidelines set by school staff, and communicating courteously and respectfully with all district faculty and staff.

1. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
2. Volunteers shall bring their state issued photo identification (driver license) in order to sign in at each school building office using the Raptor Visitor Management system. This system will produce a nametag with photo that must be worn for the extent of the school visit. Volunteers should then check out in the office before leaving the building.
3. Volunteers may assist teachers and support staff under the supervision of principal/designee by:
  - tutoring students under the supervision of the classroom teacher
  - relieving teachers of non-teaching, clerical tasks
  - enabling the teachers to increase individual attention in the classroom
  - providing enrichment experiences for students to supplement the regular education program
  - providing services to libraries, lunch rooms, playgrounds, athletic events, music programs, school plays, field trips, pre-kindergarten programs, and similar activities
  - assisting coaches/advisors with activities
4. Volunteers shall not provide transportation to students in their personal vehicle for any school-sponsored activity without approval of the building principal/designee.
5. Volunteers will refrain from using personal devices (i.e. phones, tablets) to take photographs of students and/or activities.
6. Volunteers are prohibited in providing any food/drink items to students.
7. Volunteers shall be made aware of procedures, regulations, District policies, and assigned tasks by advisors/head coaches and building principal/designee.
8. Volunteers shall and will be expected to abide by all the school rules and regulations when performing their assigned responsibilities.
9. Building administrators have the responsibility and authority to make the final determination whether an interested community member shall serve as a volunteer.

10. Volunteers shall be covered under the District's liability insurance policy while performing non-transportation related services authorized by the superintendent, his/her designee, or building principal/designee.

## **8120 – VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

Any volunteer who works with or has access to students shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

Any person who volunteers to work with the District or has access to students shall be screened through the Internet site for the Sex Offenders Registry (SOR) list prior to being allowed to participate in any activity or program.

The following criteria shall be used to deny access to volunteer, including accompanying child(ren) on field trip or other school related activity, when the above-mentioned background check or screen of any method, reveals any of the following:

1. Any crimes against child(ren).
2. Any felony within the last 10 years.
3. Two or more misdemeanor convictions within the last 10 years.
4. One misdemeanor conviction within the last 3 years.
5. Other circumstances reviewed by the District Administrator.

District Office shall notify the volunteer they are denied access/participation in school-related activities. District Office shall also notify the corresponding school(s) principal that the volunteer applied to for volunteering or participation, that said volunteer has been denied access.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of Wis. Stats. 120.20 and this policy are satisfied.

The District Administrator is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;

- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

The District Administrator shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Policy 9800.01 outlines veteran volunteers' requirements for recognition from the District and the Department of Public Instruction.

## **2430.01 - SPECIAL PROGRAMS BY COMMUNITY VOLUNTEERS**

The Board of Education believes in providing opportunities for students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities. The Board recognizes that the community itself can be an excellent resource for such activities and welcomes the participation of community members who have special knowledge and skills that can add to the District's program.

In order to ensure that activities recommended by or involving community volunteers in an instructional role are in keeping with District philosophy and will help students better accomplish the learning goals of the District's program, the Board establishes the following guidelines for the approval of any activity involving community volunteers:

- A. Any suggested activity must be presented to the principal, in writing, at least ten (10) school days prior to the planned starting date.
- B. Each request must include:
  - 1. the purpose of the activity;
  - 2. the students for whom the activity is planned;
  - 3. the intended learning outcomes;
  - 4. the names and qualifications of those community volunteers who will be participating in any aspect of the activity;
  - 5. the number of hours and total duration of the activity.

The Board delegates to the District Administrator the responsibility for approving each requested activity based on its educational merits and relationship to the total District program.

In addition to those established for all regular co-curricular and extra-curricular programs, the District Administrator will prepare any special administrative guidelines required for the proper conduct and evaluation of activities involving community volunteers.

## **4213 - STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board of Education to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, including a student age sixteen (16) or older, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy [8462](#).

It is the responsibility of the District Administrator to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each support staff member shall report immediately to the principal any accident or safety hazard s/he detects.
- B. Each support staff member shall immediately report to the principal knowledge of threats of violence by students.
- C. A support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.  
This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students
- E. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.
- F. A support staff member shall not transport students in a private vehicle without the approval of the principal.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.
- H. Staff members shall not engage students in social media and online networking media except for Board-approved academic and extra-curricular programs.
- I. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social networking media or similar forums except for Board-approved academic and extra-curricular programs.

Most information concerning a child in school, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy [8330](#)).  
48.981, 948, 948.095 Wis. Stats.

## **5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, “practitioner” shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. “Medication” shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. “Administer” means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. “Nonprescription drug product” means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child’s practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent in the original manufacturer’s package which lists the ingredients and dosage in a legible format may be administered. Before any non-prescription medication may be administered to any student during school hours in a dosage exceeding the package labeling, the Board shall require the written instructions from the child’s practitioner accompanied by the written authorization of the parent.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student’s name; and the exact dosage will be administered.



No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy [5530](#) – Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator’s guidelines.

Students in grades 9-12 may self-administer oral non-prescription medications while at school with consent in accordance with the District Administrative guidelines.

Any staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any time a student self-administers an epinephrine auto-injector, the student must tell a staff member and 911 must be called.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any district administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as district employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

A registered nurse providing services or consultation on the District’s Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a

periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall state whether and to what extent the District will retain opioid antagonist for use in the event an authorized employee or volunteer observes an apparent overdose.

### Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors or to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

1. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
2. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
3. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith that the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
4. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
5. is approved by a physician licensed in the State of Wisconsin;
6. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
7. is published on the District's website or the website of each school.

118.29, 118.291, 121.02 Wis. Stats.

PI 8.01(2)(g)

Wis. Admin. Code N 6.03

2009 Wisconsin Act 160

## **5340 - STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The Board of Education believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parents, and the filing of accident reports.

### **Accidents**

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR/AED procedures.

The administrator in charge must submit an accident report to the school nurse on all accidents.

### **Illness**

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG 5330.

### **Concussion**

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

Each school year students/parents shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year.

Further, pursuant to AG 5340A – Student Accident/Illness/Concussion Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

118.29, 118.293, Wis. Stats.

## **5517 - STUDENT ANTI-HARASSMENT**

### **Prohibited Harassment**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## **Definitions**

### **Bullying**

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of student by teachers, administrator, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender  
Examples are:
  - 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  - 2. rating a person's sexuality or attractiveness;
  - 3. staring or leering at various parts of another person's body;
  - 4. spreading rumors about a person's sexuality;
  - 5. letters, notes, telephone calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content;
- G. inappropriate boundary invasions by a District employee or other adult member or the District community into a student's personal space and personal life.
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subject to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability,

or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the COs who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the CO and the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female CO for receiving reports of harassment prohibited by this policy. At least one (1) CO or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

### **Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Steve Lenz

Director of Activities and Community Partnerships

920-324-9341 ext. 2123

950 Wilcox St., Waupun, WI 53963

**slenz@waupun.k12.wi.us**

Caroline Hintze

Director of Business Services

920-324-9341 ext. 2104

950 Wilcox St., Waupun, WI 53963

**chintze@waupun.k12.wi.us**



The names, titles, and contact information of these individuals will be published annually in the staff handbooks and on the school District's web site.

A CO will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the CO within two (2) business days. Thereafter, the CO must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the CO to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the CO as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

### **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

### **Complaint Procedure**

A student who believes she/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District

employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the CO should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the CO.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. Interviews with the complainant;
- B. Interviews with the respondent;
- C. Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. Consideration of any documentation or other evidence presented by the complainant, respondent, or any witness which is reasonably believed to be relevant to the allegations

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

### **Additional School District Action**

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

## **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

## **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

## **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Complaint Coordinators, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

48.981, Wis. Stats.

118.13, Wis. Stats.

P.I. 9, 41 Wis. Admin. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1415

20 U.S.C. 1681 et seq., Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 1983

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

34 C.F.R. Sec. 300.600-300.662

## **SEXUAL AND OTHER FORMS OF HARASSMENT**

The Board of Education believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment.

The harassment of a District staff member, student, community member or Board member by a volunteer is strictly forbidden. Any volunteer who is found to have harassed a member of the staff or community, student or Board member, will be subject to discipline by the District Administrator and may be reported to law enforcement authorities. Discipline measures are at the sole discretion of the District Administrator and may include removal from the eligible volunteer list.

### **7430 - SAFETY STANDARDS**

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees, students, and visitors.

The District Administrator shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof and report such actions to the District Administrator.

The District Administrator shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law.

In the event an inspection is made by a representative of the State, the District Administrator shall report the results thereof to the Board at the meeting following the receipt of the State report.

101.055, Wis. Stats.

## **CRIMINAL BACKGROUND CHECKS/CHARGES/CONVICTIONS – OBLIGATION TO REPORT CRIMINAL RECORD**

All shall notify the school district as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the individual for any felony, any offense involving moral turpitude(see d), and any of the other offenses as indicated below:

- a. Crimes involving school property or funds;
- b. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- c. Crimes that occur wholly or in part on school property or at a school-sponsored activity or that include other school employees or students enrolled in the district;
- d. A misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community];
- e. A misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the individual drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in legal repercussions. Such report shall be made as soon as possible, but in no circumstance more than three (3) calendar days after the event giving rise to the duty to report. WASD has contracted with an ongoing monitoring company to conduct background checks.

An arrest or indictment shall not be an automatic basis for an adverse employment action. However, if the offense giving rise to the arrest or indictment is substantially related to the circumstances of the individual's involvement with the District, and if the arrest or indictment relates to a pending criminal charge, the District may suspend the individual. Arrests or indictments for which criminal charges were dismissed shall not be the basis for adverse actions.

Conviction of a crime shall not be an automatic basis for an adverse action. The District shall consider the following factors in determining what action, if any, should be taken against an individual, who is convicted of a crime during involvement with the District:

- a. The nature and gravity of the offense or conduct;
- b. The time that has passed since the offense, conduct and/or completion of the sentence;
- c. The nature of the position to which the employee is assigned;
- d. For non-felonious crimes only, the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an individual on leave based upon an arrest, indictment, or conviction.

### **NOTICE**

*WASD is continuing to improve school safety. All schools have implemented a new visitor management system. All visitors will be required to show a government-issued photo ID (i.e. driver's license or other form of acceptable identification) when visiting any of the buildings. Please contact the main school office if you have any questions.*

Thank you, Waupun Area School District

**WAUPUN AREA SCHOOL DISTRICT  
VOLUNTEER APPLICATION AND CONSENT FORM**



**Please visit our District website at the link below to complete this application and give WASD consent to check your background via our contracted, confidential ongoing monitoring company:**

**<https://www.waupun.k12.wi.us/o/wasd/page/volunteers--40>**



## WAUPUN AREA SCHOOL DISTRICT VOLUNTEER GUIDELINES

To prevent the spread of COVID-19, volunteers are not permitted to enter any District buildings under the following conditions:

- The individual has any of the following symptoms: a temperature of 100.4 or higher, chills, nausea, vomiting, diarrhea, shortness of breath, cough, loss of taste or smell, muscle aches, and/or weakness, or any other symptoms of COVID-19.
- The individual has tested positive of COVID-19. Individuals who have tested positive for COVID-19 may not enter District buildings or volunteer for District sponsored events until they are free of fever (>100.4°F) and respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine and ten days have passed since symptoms first appeared. Volunteer may be required to test negative before returning to work.
- The individual has traveled by mass transit (including but not limited to airplane, cruise ship, river boat, train or bus).
- The individual has traveled outside the United States or to a COVID-19 high-risk area or hotspot including within the United States as determined by consulting CDC and state or local health department at the time of travel.
- The individual has recently attended a mass gathering. Mass gathering is defined as any highly-concentrated or crowded area where proper social distancing is not possible (i.e. concerts, fairs and festivals, etc.).
- The individual has been exposed to someone with symptoms of COVID-19.
- The individual has been exposed to someone who has tested positive for COVID-19.

### While volunteering:

- Practice good hygiene, including washing hands frequently and not touching your face.
- Use sanitizer when unable to wash hands.
- Maintain social distancing, at least six feet, whenever possible.
- Wear a mask at all times.
- Volunteers may bring their own mask from home or the District will provide one.
- See CDC guidance on mask usage, which must be followed:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

- Use of drinking fountains (bubblers) is prohibited. Volunteers are encouraged to bring their own water.

### In the case that a volunteer becomes ill while in District buildings:

- That person should immediately report the symptoms and will be directed to a space to be isolated until they can leave the school. That individual will contact their medical provider for advice on what steps to take.
- If a volunteer tests positive or is suspected of having COVID-19, any space that individual has been using will be closed for 24 hours before it is cleaned and disinfected. If it is not possible to wait 24 hours, that period will be as long as possible. Staff assigned to clean that space will wear all appropriate protective equipment.

- If others have potentially been exposed to the individual, the school will contact the local health department for guidance.
- Other staff and individuals exposed may be notified of the potential exposure consistent with applicable confidentiality laws and local health department guidance.

Any visitors that are permitted to enter District buildings may be subject to screening, must wear a mask, and must adhere to CDC, DHS, and local health department guidelines with regard to social distancing and frequent handwashing and use of sanitizer, and follow any additional safety procedures required by the District. All information provided by screening or by testing will be kept confidential as required by applicable laws. The District will use the information provided only to advise and protect other staff and students from any transmission of the virus, consistent with applicable laws.

During declared health emergencies, the District will implement policies and procedures consistent with applicable Wisconsin Department of Health Services (DHS) Emergency Orders, Department of Public Instruction (DPI) Directives, and local health department or governmental orders. In addition, as applicable, the District will consult with and comply with applicable local health department recommendations.

In addition to the above stated guidelines, District visitors must also follow the procedure proscribed in the Waupun Area School District Volunteer Handbook. Requirements developed by the District during a health or other emergency will take precedence over provisions of the Volunteer Handbook when necessary.

**WAUPUN AREA SCHOOL DISTRICT  
VOLUNTEER/CHAPERONE WAIVER AND RELEASE FORM**

Please read this form carefully before signing.

I recognize, acknowledge and agree that my attendance as a volunteer/chaperone at Waupun Area School District sponsored events, including off-campus events, is completely voluntary, and there are inherent risks of physical injury/death/illness, including possible exposure to and illness from contagious diseases including but not limited to MRSA, influenza, and COVID-19, and additional costs associated therewith. I acknowledge that such possible exposure presents the risk of serious illness, complications and death. As a result of my attendance as a volunteer/chaperone at any District sponsored events and the inherent risks, I recognize, acknowledge and agree that myself and/or my family members may be subject to mandatory or recommended self-quarantines for a period of time; be prevented from being present at school, a place of employment, or from working for a period of time; and I will be solely responsible for any additional costs associated therewith; and, I understand that accidents, injuries and illness can arise out of the volunteer/chaperone activities. Recognizing the risks, nevertheless, I hereby agree to assume full responsibility for the following:

- Any risks, injuries, death, illness, quarantine, or damage known or unknown which I and/or my family members might incur as a result of my entrance to and/or use of the Facilities, including but not limited to as a result of potential exposure to or contracting the coronavirus/COVID-19 or other infectious disease or injury; and
- Any additional costs or liabilities incurred as a result of me or my family members becoming ill, deceased, injured, or suffering a loss of wages, as a result of my entrance to and/or use of the Facilities, including but not limited to costs or liabilities associated with any mandatory or recommended quarantines; medical care/expenses; and loss of employment or wages due to my own and/or my family member's physical injury/death/illness or inability to work or attend school.

**In consideration for the District allowing me to participate as a volunteer/chaperone for District sponsored activities, the sufficiency of which I acknowledge, I, on behalf of myself and my family members and heirs, expressly agree to the release provided above and agree to waive, release, protect, defend, indemnify and hold harmless the District, including its School Board, School Board members, officers, employees, agents, representatives, and volunteers from any and all claims and for all loss, injury/illness/death, or damage to myself and/or my family members, whether caused by the negligence of someone acting on behalf of the District or the negligence of someone else, arising out of my participation as a volunteer/chaperone for District sponsored events. This waiver and release shall not absolve the District from liability or injury or damage caused by the District's reckless, intentional, willful or malicious conduct.**

I have read and fully understand the above important assumption of risk and waiver and release of claims. I also acknowledge I have had an opportunity to discuss this waiver and release with a representative from the District.

Please PRINT Volunteer/Chaperone Name: \_\_\_\_\_

Volunteer/Chaperone Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Special Statement Regarding Sex Discrimination under Title IX**

As mandated by the federal Title IX statutes and the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

Director of Student Services  
Student Nondiscrimination and Title IX Coordinator  
950 Wilcox St. Waupun, WI 53963  
(920) 324-9341 Ext. 2188  
[wdawson@waupun.k12.wi.us](mailto:wdawson@waupun.k12.wi.us)

Director of Business Services  
Equal Employment Opportunities Coordinator and Title IX Coordinator  
950 Wilcox St. Waupun, WI 53963  
(920) 324-9341 Ext. 2104  
[chintze@waupun.k12.wi.us](mailto:chintze@waupun.k12.wi.us)

Director of Activities & Community Partnerships  
Title IX Coordinator  
950 Wilcox St. Waupun, WI 53963  
(920) 324-9341 Ext. 2123  
[slenz@waupun.k12.wi.us](mailto:slenz@waupun.k12.wi.us)

*Policy 4122 Nondiscrimination and Equal Employment Opportunity*

*Policy 4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment*