

*School District of Waupaca*

**District Decision and Appeals Process<sup>1,2</sup>**

AREAS		INITIAL CONTACT	FIRST LEVEL APPEAL	SECOND LEVEL APPEAL	THIRD LEVEL APPEAL	FINAL LEVEL APPEAL
<b>Academic Dishonesty</b>		Teacher	Principal (4K-4) Asst. Principal (5-12)	Superintendent (4K-4) Principal (5-12)	Board (4K-4) Superintendent (5-12)	Board (5-12)
<b>Activities</b>		Advisor	Principal	Superintendent	Board	
<b>Athletics</b>		Coach	Athletic Director	Principal	Superintendent	Board
<b>Attendance (Excused/Unexcused)</b>	<b>Elementary</b>	Attendance Secretary	Teacher – 4K – 4	Principal – 4K- 4	Police Liaison	Truancy Court
	<b>Secondary</b>		Asst. Principal – (5-12)	Principal – 5-12	4K-12	4K-12
<b>Bullying (Student)</b>		Staff Member	Principal – 4K 4 Asst. Principal – 5-12	Police Liaison – 4K-4 Principal – 5-12	Superintendent – 4K-4 Police Liaison – 5-12	Superintendent/ Board
<b>Bullying (Staff)</b>		See Below Discrimination/Harassment				
<b>Counselor Change (9-12)</b>		Counselor	Principal	Dir. of Student Serv.	Superintendent	
<b>Course Assignment for Teachers</b>		Principal				
<b>Course Change</b>	<b>Regular Year</b>	Counselor – 5-12	Principal	Superintendent		
	<b>Summer School</b>	Summer School Coordinator – 4K-12	Superintendent			
<b>Credits (9-12)</b>		Counselor	Principal (9-12)	Superintendent		
<b>Curriculum</b>		Teacher	Principal	Dir. of Instruction	Superintendent	Board
<b>Discipline</b>	<b>ISS, OSS, Expulsion (per board policy)</b>	Principal and/or Asst. Prin.	Dir. of Student Services	Superintendent	Board of Education	
	<b>Elementary PK-4</b>	Teacher/Staff	Principal	Dir. of Student Services	Superintendent	Board
	<b>Secondary 5-12</b>	Teacher/Staff	Principal/Asst. Principal	Dir. of Student Services	Superintendent	Board
<b>Discrimination/Harassment (Student)</b>		Teacher/Staff	Principal (Elem – 4K-4) Asst. Prin or Principal – (5-12)	Police Liaison	Superintendent	Board
<b>Discrimination/Harassment (Employee)</b>		Principal	Superintendent	Board of Ed		
<b>Donations</b>		Leadership Team	Dir. of Business Services	Superintendent	Board of Ed	
<b>Early Entrance</b>		Principal	Dir. of Student Services	Superintendent	Board of Ed	
<b>Facility Usage</b>		Principal	Dir. of Business Services			
<b>Fee Refund (per district policy)</b>		Building Secretary	Principal (4K-12) Athletic Dir. (7-12) for athletics	Dir. of Business Services		

<b>Fee Waiver</b>	Principal (4K-12) Athletic Dir. (7-12) for Athletics	Dir. of Business Services			
<b>Four (4) K Assignment</b>	4K Principal or Director	Director of Instruction			
<b>Grades</b>	Teacher	Principal (Elem 4K-4) Principal (7-12)	Director of Instruction		
<b>Grade Advancement/Retention</b>	Principal	Director of Instruction			
<b>Gifted/Talented</b>	Teacher/GT Teacher	Principal	Dir. of Student Services	Superintendent	
<b>In-District Transfers</b>	Principal (4K-2)	Superintendent			
<b>Instruction</b>	Teacher	Principal (4K-4) Asst. Prin./Principal (5-12)	Principal (7-12_	Dir. of Instruction	
<b>Medical Waiver from PE</b>	School Nurse	Dir. of Student Services			
<b>National Honor Society</b>	Advisor	Principal			
<b>Non-District/School Information Dissemination</b>	Principal	Superintendent			
<b>Open Enrollment</b>	Superintendent				
<b>PTO/Parent Advisory</b>	Principal				
<b>Special Education (Referral)</b>	Teachers	Student Intervention/RTI Team	Psychologist	Dir. of Student Services	
<b>Special Education (Other)</b>	IEP Manager (Teacher)	Psychologist or LEA Admin.	Dir. of Student Services	WI DPI	
<b>Student Records</b>	Principal	Dir. of Student Services	Superintendent	Board	
<b>Teacher Change</b>	Principal (4K-4) Counselor (5-12)	Superintendent (4K-4) Principal (5-12)	Superintendent		
<b>Transportation (Busing)</b>	Transportation Supervisor	Dir. of Business Services	Superintendent		

NOTE: Nothing in this decision/appeals process precludes action on the part of any School District of Waupaca employee or student from contacting the appropriate authorities in cases of illegal and/or criminal actions. In the event of conflict between this document and board policy, board policy shall prevail.