



# School District of Waupaca




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Dear Parents, Students, Staff, and Community,

The School District of Waupaca administrative leadership team has created a resource referred to as a **District Decision and Appeals Process** that we believe will strengthen our communication and help you navigate the District's system more easily. The resource, originally developed by the administrative staff, was shared and revised by our leadership team, and shared with our school board. A periodic review of the process will ensure it remains up-to-date and best serves our parents, staff, students and larger community.

-  Below, please find the Purposes and Guide for the Process.
-  Pages 2 and 3 contain the Guide. The left hand column lists the items about which you may need to make a contact. The remaining columns are the individuals you should contact in the event you need assistance.
-  The final page contains a list of descriptors that define the terms used in the left hand column of the Process.

Please let us know if you believe the Process could be improved. You may communicate your thoughts directly to your building principal, or email me directly at [gnyen@waupacaschools.org](mailto:gnyen@waupacaschools.org).

Thank you for the support of our students.

Sincerely,




Greg Nyen, Ed S., District Administrator

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The purposes of the District Decision and Appeals Process are:

1. To provide information, answer questions, and provide solutions/resolutions at the lowest possible level;
2. To provide students, parents, and staff with a clear view of where initial contacts are to be made regarding important areas within schools and District; and,
3. To identify the positions/groups to which appeals may be made.

The table/chart is arranged as follows:

-  **Areas** Key areas identified by the school/District
-  **Initial Contacts** The first contact to be made for each area listed by a student/parent.
-  **Appeal Levels** The levels of appeal that may be made.

Please note that staff and the Board will re-direct appeals to the lowest possible level, if the initial contacts and/or levels of appeal have not been made.

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