District Decision and Appeals Process^{1,2}

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

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