

*Hartford Union High School District*

**District Decision and Appeals Process**

AREAS		INITIAL CONTACT	FIRST LEVEL APPEAL	SECOND LEVEL APPEAL	THIRD LEVEL APPEAL	FINAL LEVEL APPEAL
<b>Academic Dishonesty (cheating, plagiarism, etc.)</b>		Teacher	Dean of Students	Principal		
<b>Bullying (Student) (Policy 5517.01)</b>		Staff Member	Dean of Students	Principal	Superintendent	Board of Education
<b>Bullying (Staff)</b>		See below Discrimination/Harassment				
<b>Teacher/Course Assignment</b>		Department Manager	Directors of Teaching/Learning Director of Special Education	Principal		
<b>Instruction</b>		Teacher	Directors of Teaching/Learning Director of Special Education	Superintendent		
<b>Activities (Handbook)</b>		Club Advisor	Athletic/Activities Director	Principal		
<b>Athletics (Handbook)</b>		Coach	Athletic/Activities Director	Principal		
<b>Course Change</b>	Regular Year	Teacher	Counselor	Directors of Teaching/Learning Director of Special Education		
	Summer School	Director of Teaching and Learning				
<b>Credits (Policies 5410,5460)</b>		Counselor	Directors of Teaching/Learning	Principal		
<b>Curriculum</b>		Teacher	Directors of Teaching/Learning Director of Special Education	Superintendent	Board of Education	
<b>Counselor Change</b>		Counselor	Principal			
<b>Donations</b>		Departments	Director of Business Services	Superintendent	Board of Education (inform)	
<b>Facility Usage</b>		On-line Request Form	Athletic/Activities Director			
<b>Discipline</b>	<b>OSS, Expulsion (Policies 5605,5610)</b>	Dean of Students	Principal	Superintendent	Board of Education	WI D.P.I.
<b>Discrimination/Harassment (Student) (Policies 5517,5517.01,2260)</b>		Teacher/Staff	Dean of Students	Principal	Directors of Teaching/Learning BOE	WI D.P.I.
<b>Discrimination/Harassment (Staff) (Policies 1661, 4362, 3362)</b>		Supervisor	Human Resources Supervisor	Director of Business Services	Superintendent	BOE
<b>Early Entrance</b>		Counselor	Principal	Superintendent		
<b>Open Enrollment (Policies 2260, 5113, 5113.3)</b>		WI D.P.I. Form	Student Records Manager	Principal	Superintendent	BOE WI D.P.I.
<b>Open Records Requests</b>		Superintendent's Office				
<b>Fee Refund</b>	<b>School Registration</b>	Principal	Director of Business Services			
	<b>Co-Curriculars</b>	Athletic/Activities Director	Director of Business Services			

AREAS		INITIAL CONTACT	FIRST LEVEL APPEAL	SECOND LEVEL APPEAL	THIRD LEVEL APPEAL	FINAL LEVEL APPEAL
<b>Fee Waiver (Policy 8531)</b>		School Nutrition Supervisor	Director of Business Services			
<b>Food Service</b>		School Nutrition Supervisor	Director of Business Services			
<b>Fund Raising</b>		Athletic/Activities Director	Principal	Superintendent		
<b>Grades (Policy 5421)</b>		Teacher	Directors of Teaching/Learning Director of Special Education	Superintendent		
<b>PE Medical</b> • Short Term • Long Term		Health Technician Physical Education Teacher Counselor	Principal			
<b>National Honor Society (NHS)</b>		Advisor	NHS Committee	Athletic/Activities Director	Principal	
<b>Transportation (Busing)</b>		Wittenberger Bus Company				
<b>Section 504 (Policy 2260)</b>		Principal	Human Resources Supervisor Director of Business Services	Superintendent	Board of Education	WI D.P.I.
<b>Special Education (Referral)</b>		Counselor School Psychologist	Director of Special Education			
<b>Special Education (Other)</b>		Case Manager	Director of Special Education	WI Education Mediation Service	WI D.P.I.	
<b>Student Records</b>		Student Records Manager	Principal			
<b>Attendance</b>	<b>Unexcused</b>	Dean of Students	Principal			
	<b>Excused</b>	Dean of Students	Principal			

Note: Nothing in this Decision/Appeals Process precludes action on the part of any Hartford Union High School District employee student, or parent from contacting appropriate authorities in cases of illegal and/or criminal actions. Areas in the first column may also be directed by Board Policy; District procedures; and/or municipal, state, federal, and/or case law.