

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

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