

WAUSAU SCHOOL DISTRICT

Administrative Rule – Appeal Process Regarding School Policies or Decisions

All students shall have the right to due process of law in the application of the Code of Student Conduct or other school rules. The following due process procedure is available to students and parents who wish to challenge a school policy or decision.

Step One: The complaint or challenge can be appealed first to an Associate Principal if the original action was taken by school personnel other than a school administrator.

Step Two: The complaint or challenge can be appealed to the Principal if the original action was taken by an Associate Principal. This step would also apply to students and parents who utilized step one of this procedure and wish to appeal that decision further.

Step Three: If students and parents wish to challenge the decision of the Principal, their challenge or complaint can be taken to the Director of Pupil Services at the District Administration Center.

This appeal must be made within ten (10) school days from the date the Principal makes his/her decision from step two. At this level, students and parents will be asked to place their complaint or challenge in writing to the Director of Pupil Services. The Principal will also submit a written statement explaining the school's decision.

The Director of Pupil Services will confirm or reject the Principal's decision within ten (10) school days from the date the students and parents submitted their complaint or challenge to the Director of Pupil Services. The Director of Pupil Services is the official designee of the Superintendent of Schools in such matters.

Step Four: The next appeal would be to the Board of Education. Appeals must be placed on the Board agenda at least five (5) school days prior to a regularly scheduled Board meeting. The Board of Education will confirm or reject the Director of Pupil Service's decision within ten (10) school days from the date of the Board meeting.

Students and parents have recourse through the civil courts and the State Superintendent's office in Madison if not satisfied with the District's decision.

Date: August 6, 2012