

General School Administration

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be by-passed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. Where this is not possible, the division of responsibility shall be made.

Progression for Addressing Concerns

In order that a concern of a parent or employee be addressed by the appropriate official(s), the Board designates the following progression:

If parents have a concern about their child, they will

- a. first contact the child's teacher;
- b. if not satisfied, contact the Building Principal;
- c. if not satisfied, contact the appropriate administrator; and
- d. if not satisfied, attend a Board meeting and request permission to address the Board.

If an employee has a concern, he/she will

- a. contact the Principal or immediate supervisor;
- b. if not satisfied, contact the appropriate administrator; and
- c. if not satisfied, attend a Board meeting and request permission to address the Board.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

ADOPTED: August 31, 2004