



MLS CHAIN OF COMMAND

WHAT IT IS * WHY IT MATTERS * HOW IT SHOWS RESPECT

START with the Person CLOSEST to the Situation

- Teacher, Para, Coach, Bus Driver, etc.
- They have the most accurate, first-hand information (they work with your child daily and can address most concerns right away)
- This leads to faster answers, clearer communication, and less frustration for everyone

Move up ONLY IF NEEDED

- If a concern isn't resolved **AFTER** starting with the person **CLOSEST** to the situation, move to the next level
- This ensures everyone is informed appropriately and adds support as needed

WHY the Chain of Command Matters

- Prevents miscommunication
- Allows concerns to be solved quickly
- Builds trust & respect between staff and parents/community
- Keeps communication clear and organized
- Protects the integrity of district processes/policies
- Ensures consistency

WHEN to Contact ADMINISTRATION

- IF the situation needs additional support or clarification **AFTER** speaking with staff

WHEN to Involve the SCHOOL BOARD

- The board is the FINAL STEP
- They can **ONLY ACT** on concerns **AFTER ALL** the previous steps have been followed



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HOW this process SHOWS RESPECT

- Respects the roles and responsibilities of all staff members
- Give individuals the chance to address concerns within their job duties
- Prevents people from being bypassed or caught off guard
- Reinforces positive, two-way communication
- Honors the work and expertise of those closest to your child
- Ensures the school board members receive concerns ONLY AFTER all steps are followed

HOW to USE the Chain of Command

- 1) Identify the area of concern
- 2) Contact the person closest to the concern (teacher, para, bus driver, coach, etc.)
- 3) Move to the next level ONLY if needed (see chart on next page for levels)
- 4) Continue through the chart step by step
- 5) Partner with us so communication stays positive and productive

Our Shared Goal

A respectful, supportive, and student-centered environment where communication is clear and issues are resolved efficiently.

MLS Resources

(Click on links below to access Resources on MLS Website)

[School Board Policy KACA](#)

[School Board Policy KACB](#)

[PreK - 6 Parent/Student Handbook \(see pg. 5\)](#)

[Grades 7-12 Parent/Student Handbook \(see pg. 22\)](#)



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PreK - 6th Grade Chain of Command Pg. 5 of Handbook

Area of Concern	Level 1 (start here)	Level 2	Level 3	Level 4
ELEMENTARY				
Academics/ Curriculum	Teacher	Principal	Superintendent	School Board
Athletics	Coach	Athletic Director	Superintendent	School Board
Athletic Facilities	Athletic Director	Superintendent	School Board	--
Attendance	Teacher	Principal	Superintendent	--
Discipline	Teacher	Principal	Superintendent	School Board
Facilities	Principal	Superintendent	School Board	--
Guidance	School Counselor	Superintendent	School Board	--
Instruction	Teacher	Principal	Superintendent	School Board
Special Education	Teacher	Principal	Superintendent	School Board
Transportation	Bus Driver	Principal	Superintendent	School Board

Grade 7-12 Chain of Command Pg. 22 of Handbook

Area of Concern	Level 1	Level 2	Level 3	Level 4
Academics/Curriculum	Teacher	Dean of Students	Superintendent	School Board
Athletics	Coach	Athletic Director	Superintendent	School Board
Athletic Facilities	Athletic Director	Superintendent	School Board	School Board
Attendance	H.S. Office	Principal	Superintendent	
Discipline	Teacher	Dean of Students	Superintendent	School BOard
Facilities	Dean of Students	Superintendent	School Board	
Guidance	School Counselor	Superintendent	School Board	
Instruction	Teacher	Dean of Students	Superintendent	School Board
Special Education	Teacher	Spec. Educ. Supervisor	Superintendent	School Board
Transportation	Bus Driver	Dean of Students	Superintendent	School Board