

1 **3035**

2 **CHAIN OF COMMAND – DISTRICT ADMINISTRATION**

3 The superintendent shall be in control of all school district operations except as  
4 provided by another policy or as otherwise provided by law. Following is the  
5 administrative chain of command working from the lowest level on the chain  
6 upward.

<b>Student Discipline:</b>	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
<b>Instruction or Curriculum:</b>	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
<b>Transportation:</b>	1. Teacher/Sponsor 2. Bus Driver 3. Principal/Assistant Principal 4. Superintendent
<b>Facilities, Grounds, or Maintenance:</b>	1. Custodial staff 2. Head custodian 3. Principal 4. Superintendent
<b>Policy or Handbook:</b>	1. Principal 2. Superintendent
<b>Athletics:</b>	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent
<b>Personnel:</b>	1. Employee in question 2. Principal 3. Superintendent

7  
8 Absent extraordinary circumstances, each matter must be addressed at whatever  
9 level the initial action occurred. If the matter is not resolved, the individual may  
10 raise it with the next person on the chain of command. This policy does not  
11 supersede any individual's right to contact Board members directly. However,

12 whenever a matter is brought directly to the Board as a whole or to a Board  
13 member as an individual, it will be referred to the appropriate individual in the  
14 chain of command for study and resolution. The most effective means of initial  
15 communication is a personal conference, e-mail, or telephone conversation. E-  
16 mail addresses and phone numbers can be found on the school district's website  
17 at [www.valentinecommunityschools.org](http://www.valentinecommunityschools.org)

18  
19

20 Adopted on: August 12, 2014

21 Revised on: December 11, 2018

22 Reviewed on: August 12, 2014; March 10, 2015; December 11, 2018

23