

**3035****Chain of Command – District Administration**

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command working from the lowest level on the chain 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. Bus Driver 2. Principal/Assistant Principal 3. 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>Business Office:</b>	1. Executive Secretary 2. Business Director 3. Superintendent
<b>Personnel:</b>	1. Employee in question 2. Principal 3. Superintendent
<b>Special Education:</b>	1. Case Manager 2. Teacher 3. SPED Director 4. Principal 5. Superintendent
<b>Athletics/Activities:</b>	1. Coach/Sponsor 2. Athletic/Activities Director 3. Principal 4. Superintendent
<b>All Other</b>	1. Building Principal 2. Superintendent

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at [www.fortcalhounschoools.org](http://www.fortcalhounschoools.org).

Adopted on: November 10, 2014

Revised on: November 13, 2017

Reviewed on: November 13, 2017