

## PRESS PLUS ISSUE #119 (June 2025) – 8/22/25 POLICY COMMITTEE MEETING

### 1. ACTION TO BE TAKEN:

     **CONSENT**

### 2. POLICY COMMITTEE TO DETERMINE:

     **Adopt as Presented**

*(change “revised” & “reviewed” date)*

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 3 - General School Administration \

*Document Status: Review and Monitoring*

**General School Administration**

**3:30 Chain of Command**

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels must be followed, and no level may be by-passed except in emergency situations. [PRESSPlus1](#)

**Progression for Addressing Concerns**

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

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 who will submit a written report to the Superintendent with respect to the contact and any follow-up activity;
- c. if not satisfied, contact the Superintendent who will prepare a written report with respect to the contact and any follow-up activity;
- d. if not satisfied: 1) submit a written communication to the Board of Education as set forth in 2:140 herein; or 2) attend a Board of Education meeting and address the Board of education at the audience to visitors' segment of the meeting; or 3) request a closed session meeting to address the Board of Education if allowable under 2:200 herein.
- e. Parents will be provided with copies of the written reports required in b and c above irrespective of whether requested by the parent. The written reports shall contain sequential identification numbers in chronological order and will be submitted to the Board of Education as directed by the Board of Education.

If an employee has a concern, he/she will:

- a. First contact the Principal or immediate supervisor who will submit a written report to the Superintendent with respect to the contact and any follow-up activity;
- b. if not satisfied: contact the Superintendent who will prepare a written report with respect to the contact and any follow-up activity; and
- c. if not satisfied, 1) submit a written communication to the Board of Education as set forth in 2:140 herein; or 2) attend a Board of Education meeting and address the Board of Education at the audience to visitors' segment of the meeting; or 3) request a closed session meeting to address the Board of Education if allowable under 2:200 herein.
- d. Employee shall be provided with copies of the written reports required in a and b above irrespective of whether requested by the employee. The written reports shall contain sequential identification numbers in chronological order and will be submitted to the Board of education as directed by the Board of Education.

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: September 10, 2002

REVISED: December 4, 2007

REVIEWED: August 5, 2021

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions

- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**