

## 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.

#### 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. Employees shall be provided with copies of the written reports required in a and b 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.

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: February 7, 2006; December 4, 2007

**Lincolnwood School District 74**

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