

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.

Student Discipline:	<ol style="list-style-type: none"> 1. Classroom Teacher 2. Assistant Principal 3. Principal 4. Superintendent
Curriculum:	<ol style="list-style-type: none"> 1. Teacher 2. Instructional Leader 3. Principal 4. Superintendent
Transportation:	<ol style="list-style-type: none"> 1. Bus Driver 2. Transportation Director 3. Principal/Assistant Principal 4. Superintendent
Facilities, Grounds, or Maintenance:	<ol style="list-style-type: none"> 1. Custodial Staff 2. Maintenance Supervision 3. Principal 4. Superintendent
Policy or Handbook:	<ol style="list-style-type: none"> 1. Principal 2. Superintendent
Athletics/Activities:	<ol style="list-style-type: none"> 1. Coach/Sponsor 2. Athletic/Activities Director 3. Principal 4. Superintendent
Personnel/Instruction:	<ol style="list-style-type: none"> 1. Employee in Question 2. Principal 3. Superintendent

Issues not covered herein may be covered in the Parent/Student or Teacher Handbook under Chain of Command. If any matter that is not covered by this policy or if other questions arise, the matter should be referred to the Business Director in the absence of the superintendent. The Business Director will either

address the matter or assign it to another individual for resolution as he or she deems appropriate.

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 supercede 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.fortcalhouschools.org.

Adopted: November 10, 2014
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