

CHAIN OF COMMAND

Board members are getting several initial calls and conversations from staff and from parents/guardians before the proper channels are used. Please reference this list as to how you should register a complaint or follow the order for any situation. The board members know this as well. You should not be conversing with individual board members about school business situations with any complaints or information until you have followed these steps. Pursuing any situation with the entire Board of Education is the final step after you have exhausted all other means of communication.

Cooks > Principals (both)/Asst. Prin. > Supt.

Bus Drivers > Bryan West > Supt.; Asst. Prin. (trips, scheduling) > Principals; For discipline: Asst. Principal/Principals > Supt.

Bus Maintenance Foreman/Transportation Director > Supt. (for maintenance & safety issues); Asst. Prin. (trips, scheduling); For discipline: Principals > Supt.

Custodians > Building Principal/Asst. Prin. > Supt.

Summer Mowing > Billy Coble, Bryan West > Building Principal, > Supt.

Aides > Cooperating Teacher(s) or Supervisor(s) you work with > Building Principal/Asst. Prin. > Supt.

Secretaries > Supervisor(s) you are working with > Supt.

Technology Coordinator > Building Principals/Asst. Prin. > Supt.

Assistant Technology Coordinator > Technology Coordinator > Building Principals/Asst. Prin. > Supt.

Special Education Coordinator > Building Principals > Supt.

Teachers > your immediate supervisor(s) in your building(s) > Supt. > Board of Education

Nurse > Building Principals/Asst Prin. > Supt.

Certified Staff > Building Principals/Asst. Prin. > Supt.

Assistant Principal > Principals > Supt.

Building Principals > Supt. > Board of Education

Superintendent > Board of Education > Monte Newlin – ISBE > Regional Board of Directors ROE 12 > Illinois State Board of Education