

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 should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

It is Arlington Heights School District 25's philosophy that complaints can be resolved if the individuals most closely connected with a problem work to resolve it. Therefore, it is the policy of the District that any complaint be directed initially to the individual(s) responsible for the activity or situation which instigated the complaint. Parents/guardians should refer to the Parent/Student Handbook for conflict resolution procedures.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 2:260 (Uniform Grievance and Conflict Resolution Procedures), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

Adopted: September 2, 2021

Arlington Heights SD 25