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Chain of Command – Teachwell Administration

The Director shall be in control of all operations except as provided by another policy or as otherwise provided by law. The following is the administrative chain of command working from the lowest level on the chain upward.

Student Discipline:	1. Classroom Staff 2. Principal/Dean of Students 3. Director
Instruction or Curriculum:	1. Classroom Staff 2. Principal/Dean of Students 3. Director
Transportation:	1. Transporting Employee 2. Principal/Dean of Students 3. Director
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Operations Manager 3. Director
Policy or Handbook:	1. Principal/Dean of Students 2. Human Resources Manager 3. Director
Personnel:	1. Employee in question 2. Principal/Dean of Students 3. Human Resources Manager 4. Director
All Other Matters	1. Principal/Dean of Students 2. Director

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 supersede 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 Teachwell's website at <https://teachwell.org/>

Adopted on: 8/15/2023

Revised on:

Reviewed on: