MIDLAND COMMUNITY SCHOOL DISTRICT

CHAIN OF COMMAND

1. FIRST POINT OF CONTACT
Person closest to the issue: Teacher • Coach • Advisor • Staff Member • Program/Activity Supervisor

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2. BUILDING ADMINISTRATION
Elementary Principal or Secondary Principal • Handles building-level student, staff, instructional, discipline, and operational concerns

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3. DEPARTMENT / DISTRICT SUPERVISOR
Transportation Director • Athletic Director • Special Education Administrator • Technology Director • Business Manager • Other designated supervisor

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4. SUPERINTENDENT
District-level concerns • Matters crossing buildings/departments • Significant personnel, policy, legal, or unresolved concerns

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5. BOARD OF EDUCATION
Board policy • Governance • Formal matters or appeals when required by policy

START WITH THE PERSON WHO DIRECTLY SUPERVISES OR OVERSEES THE AREA INVOLVED.

Examples of Where to Begin

Concern	Appropriate First Contact
Classroom or instructional concern	Teacher → Building Principal
Student discipline or building concern	Building Principal
Athletics / coach / activity concern	Athletic Director or appropriate supervisor
Transportation / bus driver concern	Transportation Director
Special education concern	Special Education Administrator / Building Principal
Technology concern	Technology Director
Personnel concern	Direct Supervisor → Building Principal or appropriate District Supervisor
District-wide or unresolved concern	Superintendent
Board policy or governance matter	Superintendent / Board, as appropriate

SAFETY AND EMERGENCY EXCEPTION
The chain of command should not prevent immediate reporting of a concern involving the safety, health, or well-being of a student or staff member. Urgent concerns should be reported immediately to the appropriate administrator or emergency personnel.

General Guideline: The chain of command is intended to support clear communication, timely problem solving, and appropriate supervision. It is not intended to discourage anyone from bringing forward a legitimate concern. When a concern is not resolved, it should move to the next appropriate level.

When the Superintendent is unavailable for an extended period, an Acting Superintendent or Superintendent Designee may be identified.