



Chain of Command

“Strong communication is essential to building a successful school community.”

The school district is made up of many departments and procedures. Sometimes that can be confusing and we don't expect you to learn how the district functions day to day. That said, we want you to feel comfortable going to the right person at the right time. Being redirected might be frustrating, but it may be necessary to address your issue. Many times, people will bypass the teacher and principal and attempt to go straight to the superintendent or board members with their concerns, but teachers and school administrators have immediate access and authority to solve problems. We live in a close knit community where personal access to board members is easy and common, but it's important to remember that board members have no authority to solve problems individually.

Chain of Command Information

The Union Public School District desires to respond to stakeholders concerns and/or questions as quickly and effectively as possible. In the Union School system, the chain of command refers to communication levels of authority in the school district. School Districts institute the Chain of Command to provide stakeholders at all levels with a person they may ask questions or report concerns. The value of having an established Chain of Command is an efficient tool that provides a roadmap when reporting concerns or communicating with school staff members.

Frequently Asked Questions

Why can't I start right at the top with the Board of Education (BOE) like I do with other organizations?

- The BOE must be able to make an impartial judgment in the concern brought to the BOE for consideration. It is the BOE's legal obligation to be the judge and jury. This means the school district has a legal obligation to provide due process for both students and employees. If the BOE is prejudiced against an employee or student, has prior knowledge, or has made a judgment, then the employee or

student will not get a fair process and the concern could be dismissed. BOE will only review concerns that are unresolved after completing the complaint process.

Why is using this multilayered problem solving process important?

- The Board of Education (BOE) is purposefully the last link in the chain or roadmap. By law, the BOE becomes the Judge and Jury for unresolved complaints that come before them. Thus, it is important to begin the process at the lowest level. Many questions are quickly and completely answered by communicating directly with the affected staff person.

What is “Chain of Command?”

- In the Union Public School District, the chain of command refers to communication levels of authority in the school district. Union Schools use the Chain of Command as an essential tool in the complaint process.

Where do I begin the process if I have a concern?

- Many questions are quickly and completely answered by communicating directly with the affected staff member. Each situation is different. Below are some examples to help you begin your journey.

Academic/Behavior/Discipline/Instruction/Support Services

1. Teacher, Bus Driver, Teacher Assistant, School Nurse, etc.
2. Assistant Principal
3. Building Principal
4. Superintendent (or designee)
5. Board of Education

Athletics/Extracurricular Activities

1. Coach
2. Athletic Director
3. Building Principal
4. Superintendent (or designee)
5. Board of Education

Personnel Issues (Start with the person you have a concern)

1. Teacher, Coach, Bus Driver, Teacher Assistant, School Nurse, Custodian, etc
2. Athletic Director (if it involves extracurricular activity personnel)
3. Building Principal
4. Superintendent (or designee)
5. Board of Education

I find it hard to visit face-to-face with the person I have a concern with, what can I do?

- Find a trusted individual to go with you. Such as a friend, family member, or a school employee who you are comfortable with. In any case, remember it cannot be a school board member.
- Consider sending a respectfully worded email.
- Consider having a phone conversation before a face to face meeting