

**Chain of Command – District Administration**

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. In the event of the superintendent's absence or disability, the director of curriculum, instruction, and assessment shall be in control of all school district operations except as provided by another policy or as otherwise provided by law.

Following is the administrative chain of command working from the lowest level on the chain upward.

<b>Student Discipline:</b>	<ol style="list-style-type: none"> <li>1. Classroom Teacher</li> <li>2. Assistant Principal (if applicable)</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>
<b>Instruction or Curriculum:</b>	<ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Principal</li> <li>3. PK-12 Curriculum Coordinator</li> <li>4. Student Programs Director</li> <li>5. Superintendent</li> </ol>
<b>Transportation:</b>	<ol style="list-style-type: none"> <li>1. Bus Driver</li> <li>2. Director of Buildings, Grounds, &amp; Transportation</li> <li>3. Superintendent</li> </ol>
<b>Facilities, Grounds, or Maintenance:</b>	<ol style="list-style-type: none"> <li>1. Maintenance staff</li> <li>2. Director of Buildings, Grounds, &amp; Transportation</li> <li>3. Principal or Activities Director</li> <li>4. Superintendent</li> </ol>
<b>Policy or Handbook:</b>	<ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Appropriate Director (if applicable)</li> <li>3. Superintendent</li> </ol>

<b>Activities:</b>	<ol style="list-style-type: none"> <li>1. Coach/Sponsor</li> <li>2. Activities Director</li> <li>3. Superintendent</li> </ol>
<b>Personnel:</b>	<ol style="list-style-type: none"> <li>1. Employee in question</li> <li>2. Direct supervisor (if applicable)</li> <li>3. Principal or Director</li> <li>4. Superintendent</li> </ol>
<b>All Other Matters:</b>	<ol style="list-style-type: none"> <li>1. Building Principal</li> <li>2. Superintendent</li> </ol>

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 the school district's website at [www.lexschools.org](http://www.lexschools.org).

Adopted on: June 9, 2014

Revised on: November 13, 2017

Renumbered on: June 12, 2023