# Promoting Lifelong Learning and Citizenship

**Naselle-Grays River Valley School District #155**
793 State Route 4
Naselle, WA 98638
P: 360-484-7121 F: 360-484-3191
www.naselleschools.org

**School Board Members**
Robert Torppa – Board Chair
Amy Hunt
Aris Campbell
Natasha Crater
Lonnie Eaton

**Superintendent**
Josh Brooks

Procedure: 4201P
Section: 4000 - Community Relations

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**Chain of Command Procedure**

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To establish a clear, efficient process for addressing and resolving issues within the Naselle-Grays River Valley School District, ensuring matters are handled at the appropriate level and escalated only as needed.

**General Policy:**
- Control: The Superintendent controls all school district operations except as other policies or laws provide.
- Initial Level: Matters must be addressed at the level at which they initially arise, and if unresolved, may be escalated to the next level in the chain of command.

**Chain of Command:**
- Working from the lowest level upward as listed in Policy 4201.

**Extraordinary Circumstances:**
- Determination: Extraordinary circumstances will be determined by staff at each level.
- Non-extraordinary situations include the following but are not limited to:
    - Unavailability: The immediate unavailability of a staff member due to meetings, classes, or other routine duties.
    - Technical Issues: Problems such as missed emails, voicemails, or technical glitches in communication systems.
    - Scheduling Conflicts: Timing conflicts for meetings or appointments that can be resolved through rescheduling or patience.
    - Personal Disagreements: Disagreements on non-critical issues or differences in opinion that don't significantly affect policy or governance.
    - Ongoing Concerns: Matters previously discussed are still under consideration or resolution unless there's new information or a significant change.
    - Policy or Procedural Matters: Issues related to existing policies or procedures that have clear guidelines for resolution and don't require immediate escalation.
    - Routine Concerns: Day-to-day matters such as class assignments, grading questions, or minor disciplinary actions that can be resolved through standard procedures.
    - Non-Emergency Situations: Situations that don't involve immediate threats to health, safety, or district operations.

*Naselle-Grays River Valley School District does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator Mr. Justin Laine at 360-484-7121, at jlaine@naselleschools.org. For further information on notice of non-discrimination, visit www.naselleschools.org.*

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○ Behavioral Matters: Student behavioral issues that can be managed by existing disciplinary policies or handled by designated staff.
○ Community Events: Issues related to community events or activities that don't affect educational operations or district governance.
○ Resource Availability: Temporary shortages of materials or supplies that don't significantly impact educational outcomes or operations.
○ Non-Critical Budgetary Concerns: Minor budget discrepancies or funding issues that can be resolved within standard financial procedures.

**Escalation Process:**
● Levels: Matters must progress through each level in sequence.
● Subsequent Levels: At each subsequent level, the focus is on evaluating incorrect decisions or actions, not necessarily seeking resolutions to satisfy specific parties.

**Direct Contact with the Board:**
Matters brought directly to the Board or individual Board members will be referred to the appropriate person in the chain of command for resolution.

**Communication:**
All meetings, communications, and interactions must adhere to the district's adopted Civility Policy. If any communication fails to meet this standard, meetings may be canceled, delayed, or suspended until all parties can communicate respectfully and in accordance with the Civility Policy.

Cross Reference: 2025 Copyright Compliance
2025P Copyright Compliance Procedure
4220 Complaints Concerning Staff or Programs
4220P Complaints Concerning Staff or Programs Procedure
5161 Civility in the Workplace
5270 Resolution of Staff Complaints
5270P Resolution of Staff Complaints Procedure

Adopted: _____

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