

BOARD POLICY
Board Code of Ethics – Chain of
Command for Addressing Concerns

Descriptor Term: BH-R(2)
Date: XXXXXX XX, 2024

BOARD CODE OF ETHICS - CHAIN OF COMMAND FOR ADDRESSING CONCERNS

Concerns and complaints regarding any facet of the school operation should be initially directed to the administrator in charge of the school or central office department closest to the source of the complaint. Resident complaints about the Bibb County School District (“District”) or its students will receive a prompt and courteous response from the appropriate office or employee as delineated below.

When resident complaints are received by a member of the Bibb County Board of Education (“Board”), they will be referred to the Superintendent or his or her designee. The Superintendent or his or her designee will work with the administrator closest to the source of the complaint to resolve the issue. When appropriate, the Superintendent will report the resolution to the Board.

Questions / Concerns	Step 1	Step 2	Step 3	Step 4
Academics/ Student Progress	Classroom/ Subject Teacher	HS/MS Guidance	School Principal	Assistant Superintendent for Teaching & Learning
Scheduling/Classroom Assignment	HS/MS Guidance Elementary	School Principal	Assistant Superintendent for Teaching & Learning	
Procedures and Policies	Teacher	School Principal	Assistant Superintendent/ Legal Counsel	Superintendent
Curriculum	Classroom/ Subject Teacher	Standards Leader	School Principal	Assistant Superintendent for Teaching & Learning
Athletics	Coach	School Athletic Director/School Principal	System Athletic Director	Assistant Superintendent for Student Affairs

Behavior	Classroom/ Subject Teacher	School Principal	Director of Psychological Services and School Social Services	Assistant Superintendent for Student Affairs
Budget/Finance	Principal	Chief Financial Officer	Superintendent	Board of Education
Extra-Curricular Activities	Club Advisor	School Principal	Director of Human Resources	Assistant Superintendent for Student Affairs
Health Issues	School Nurse	School Principal	Director of Psychological Services and School Social Services/School Nurse Coordinator	Assistant Superintendent of Student Affairs
Board of Education Policies	School Principal	Legal Counsel/ Board Clerk	Superintendent	Board of Education
Special Education	Classroom/ Special Ed Teacher	School Principal	Director of Program for Exceptional Children	Assistant Superintendent of Teaching & Learning
Transportation	Bus Driver	School Principal	Transportation Director	Assistant Superintendent of Operations/ Chief of Staff
Facility Use	School Principal	Director of Capital Projects	Assistant Superintendent of Operations/ Chief of Staff	
Building/Grounds Maintenance	School Principal	Director of Maintenance	Executive Director of Capital Projects	Assistant Superintendent of Operations/ Chief of Staff

Safety	School Principal	Campus Police Chief/Director of Student Safety	Assistant Superintendent of Student Affairs	Superintendent
Free/Reduced Meal Program	Director of School Nutrition	Assistant Superintendent of Operations/Chief of Staff		