

General School Administration

Line and Staff Relations *Chain of Command*

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be by-passed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. Where this is not possible, the division of responsibility must be clear.

CROSS REF.: *1:20 (District Organization, Operations, and Cooperative Agreements)*, 2:140
(Communications to and from the Board), *3:70 (Succession of Authority)*, 8:110
(Public *Suggestions and Concerns* ~~Complaints~~)

ADOPTED: November 6, 2001