

**General School Administration**

**Line and Staff Relations**

The District organizational chart indicates the channels of authority and communication for school personnel. These channels should be followed, and no level should be bypassed 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.: 2:140, 8:110

ADOPTED: December 16, 1996