

School Administration**Administrative Operations****Line and Staff Relations**

Each administrator in the school system shall be responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the matter arises. Administrators shall refer such matters to the next higher authority when necessary. All employees shall have the right to appeal decisions made by an administrator to the next higher authority and through appropriate steps to the Board of Education.

In implementing this policy, the Superintendent shall be guided by the knowledge that the Board of Education values a free interchange of ideas. Nothing provided herein shall be intended to interrupt the free and open flow of ideas and assistance among personnel.

The Board has established the following general operational goals for the district:

1. The Board of Education in conjunction with the administrative team and faculty shall establish the sequence of educational experiences for students in the district.
2. Responsibility and authority shall flow from students through teachers and support staff, principals, and the Superintendent to the Board.
3. Each member of the staff shall be told to whom he/she is responsible and for what functions.
4. Whenever possible, each member of the staff shall be made responsible to only one immediate superior for any one function.
5. Each member of the staff shall be told to whom he/she can appeal decisions by the person to whom he/she is responsible.

Policy Approved: August 19, 1987

**Policy Revised: October 25, 2004
December 17, 2012**