

**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 by-passed except in unusual situations.

Decisions affecting a given administrative area should be made by the administrator in charge of the area.

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 should be clear.

Staff members should always work through the Principal in carrying out assigned functions within a school.

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