

### **LINE AND STAFF RELATIONS**

The Board desires that the Superintendent establish a clear understanding by staff of the working relationships in the District.

Lines of direct authority shall be those approved by the Board and shown on district organization charts.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels, in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Adopted 1/27/97  
Adopted 2/28/05  
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