

Lines of Authority and Staff Relations

All personnel employed by the Board will be responsible to the Board through the Superintendent. The Board expects that the Superintendent will establish clear understanding on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will 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.

The line of authority is established in order to insure that the school district operates smoothly in case of the absence or incapacity of an administrator.

For decisions affecting the entire district, the line of authority is as follows:

1. Superintendent
2. Full-time Elementary Principal
3. Secondary Principal
4. Business Manager

The line of authority for the various attendance centers and/or school programs is:

- Colony: Elementary Principal, Designated Teacher.
- Springfield: Elementary Principal, Designated Teacher.
- Tabor: Elementary Principal, Designated Teacher.
- Tyndall Elementary: Elementary Principal, Designated Teacher.
- Bon Homme Middle/High School: MS/HS Principal, Guidance Counselor, Activities Director, Designated Teacher.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decisions made by an administrative officer in accordance with the approved grievance procedures.

Additionally, lines of responsibility and authority do not restrict in any way the cooperative, sensible, working together of all people on all professional levels in order to develop the best possible school program. The established lines of authority represent direction of authority and responsibility in the implementation of policy; when the staff is working together to improve the district's programs and operations, the lines represent avenues for a two-way flow of ideas.

Adopted: March 13, 1989

Revised: November 13, 1995; December 8, 2003; July 12, 2010; November 10, 2014