



Central Islip Union Free School District

Board of Education & School District Policy Book

50 Wheeler Rd. | Central Islip | N.Y. | 11722

(631) 348-5000

<https://www.centralislip.k12.ny.us>

Section	Section Title	Type
3000	Administration	Local
Policy	Policy Title	
3240	Line and Staff Relations	

The following principles shall govern the administrative operation of the school system:

1. The Superintendent of Schools shall have specific responsibility for overseeing the district educational programs.
2. Responsibility shall flow from the Board of Education, to the Superintendent, to Building Principals, to teachers.
3. Each member of the staff shall be informed as 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 supervisor for any one function.
5. Each staff member shall be informed as to whom he/she can appeal in case of disagreement with an immediate superior.
6. Each staff member shall be informed as to whom he/she should report to for help in carrying out his/her functions.

The Superintendent shall delegate to another administrator the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent.

Line of Responsibility

- Each employee in the school system shall be responsible to the Board through the Superintendent.
- All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.
- Administrative officers shall refer such matters to the next higher authority when deemed necessary.

- All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board.
- Collective bargaining agreements shall be adhered to whenever applicable.

Adoption date: March 9, 2009