

## **General District Administration**

### **Line and Staff Relations**

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be by-passed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to the next administrative level. Whenever possible, each employee should be responsible to only one immediate supervisor. Where this is not possible, the division of responsibility must be clear.

CROSS REF.: 2:140 (Communications to and from the Board), 8:110 (Public Complaints)

ADOPTED: June 22, 2004

REVIEWED: October 28, 2021; September 18, 2025

REVISED: