

General School Administration

Chain of Command

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 bypassed except in unusual situations.

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 must be clear.

Staff members shall always work through the Campus Principal in carrying out assigned functions within their assigned school.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements)
 2.140 (Communications To and From the Board)
 3:70 (Succession of Authority)
 8.110 (Public Suggestions and Concerns)

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