

**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 by-passed 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 Building Principal in carrying out assigned functions within a 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 Complaints)

ADOPTED: November 3, 1987

REVISED: November 18, 1997

REVIEWED: July 12, 2005

REVISED: April 3, 2007

REVIEWED: November 24, 2008