

## **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.

CROSS REF.: 2.140 (District Organization, Operations, and Cooperative Agreements),  
(Communications To and From the Board), 3:70 (Succession of Authority), 8:110  
(Public Suggestions and Concerns)

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