

**General School Administration****Line and Staff Relations**

The District organizational chart indicates the channels of authority and communication 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, 8.110

Adopted: March 28, 1996