

LINE AND STAFF RELATIONS

All personnel employed by the board will be responsible to the board through the superintendent. The board expects that the superintendent will establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

A line of authority shall be established in each building so that if an emergency occurs an authorized person will be in charge.

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