

**SERIES 200
ADMINISTRATION**

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ADMINISTRATIVE ORGANIZATION

The Board requires the Superintendent to establish clear understandings on the part of all personnel of the working relationships among staff in the school system.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are directly responsible. That administrator shall refer such matters to the Superintendent when appropriate/necessary. All personnel are expected to keep the person to whom they are immediately responsible informed of their activities.

This organizational relationship does not discourage, in any way, a positive, cooperative, sensible, working together relationship among all staff members at all levels. The established lines of authority should not inhibit the two-way flow of ideas necessary for the improvement of programming and operations of the school system.

Date of Adoption: December 20, 1995

Date of Revision: May 17, 2006