

**LINE AND STAFF RELATIONS**

## General Operations

The following principles shall govern the administrative operation of the District.

1. Each school shall be encouraged to develop appropriate educational programs for the students attending that School, consistent with School Board policy, state law, and State Board regulations.
2. The Superintendent shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from kindergarten through grade 12.
3. Responsibility shall flow simply and clearly from the teachers, principals, and the Superintendent to the School Board.
4. Each member of the staff shall be informed to whom he/she is responsible.
5. Whenever feasible, each member of the staff shall be made responsible to only one immediate superior for any one function.
6. Each staff member shall be told to whom he/she can go for help in working out his/her own functions in the District.

## Line of Responsibility

Each employee in the District shall be responsible to the Board through the Superintendent and School Principals.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

**Mrs. Priscilla Colbath, Chairperson**  
**Mrs. Judith Nason**  
**Mrs. J. Lizbeth Olimpio**  
**Mrs. Vivian Macedo**  
**Mr. Stephen Brown**

**Adopted by the Board: 6 December 2000**  
**Reaffirmed by the Board: 6 May 2002**  
**Reaffirmed by the Board: 20 June 2012**