**Hancock Central School 3240**

 **LINE AND STAFF RELATIONS**

 Lines of authority will be those approved by the Board of Education and shown on the official district organization chart.

 Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. Additionally, all personnel will be expected to keep the person to whom they are immediately responsible informed for their activities by whatever means the person in charge deems appropriate.

 Lines of authority will not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the district.

 The following principles shall govern the administrative operation of the school system:

1. The Superintendent of Schools shall have specific responsibility for overseeing the district educational programs.
2. Responsibility shall flow from the Board to the Superintendent, to Building Principals, to Teachers.
3. The Superintendent will make personnel aware of the administrative and supervisory structure of the district. Each member of the staff shall be informed as to whom he/she is responsible and for what functions.
4. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
5. Each staff member shall be informed as to whom he/she can appeal in case of disagreement with an immediate superior.
6. Each staff member shall be informed as to whom he/she should report to for help in carrying out his/her functions.

Line of Responsibility

 Each employee in the school system shall be responsible to the Board through the Superintendent.

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

 Administrative officers shall refer such matter to the next higher authority when deemed necessary.

 All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board.

Adopted: 09/13/1993