

# **SANBORN REGIONAL SCHOOL DISTRICT**

## **SRSD File: CCB**

### **LINE AND STAFF RELATIONS**

#### **Statement of Purpose:**

This policy describes the expectations of the Sanborn Regional School Board regarding the administrative operation of the school system and defines the lines of responsibility.

#### **Statement of Policy:**

#### **General Operations:**

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

1. Each school shall be encouraged to develop an educational program most appropriate for the students attending that school, consistent with local school board policy, state law, and State Board regulations.
2. The Superintendent of Schools shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from pre-kindergarten through grade twelve, and appropriate special education programming
3. Responsibility shall flow simply and clearly from the students through teachers, principals, and the Superintendent of Schools to the school board.
4. Each member of the staff shall be told to whom he or she is responsible and for what functions.
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 or she can go for help in working out his/her own functions in the school program.

**Line of Responsibility:**

Each employee in the district shall be responsible to the board through the Superintendent of Schools and his/her designated building administrators. Public officials, such as the clerk, treasurer, and auditor are not considered employees, and report to the School Board.

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.

The Superintendent of Schools in administering this policy shall be guided by the knowledge that the board values the freest possible interchange of ideas outside the established framework of direct responsibility as preeminently desirable in the schools of the district. Nothing provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

**History:**

Effective: June 8, 1983  
Revised: March 6, 2000  
Reaffirmed: January 20, 2010  
Reaffirm: January 4, 2017  
Revised: January 9, 2019