

## **LINE AND STAFF RELATIONS**

All personnel shall refer matters requiring administrative action to the supervisor (Superintendent, principal, other supervisor) immediately in charge of the area. Supervisors shall refer such matters to the next higher authority when necessary.

All personnel shall have the right to appeal any decision made by a supervisor, through approved grievance procedures. Within the broad framework of Board policy, other certified administrative personnel shall assist the person in charge as assigned.

All certified administrative personnel shall keep the person they are immediately responsible to informed of all their activities by whatever means the person in charge deems appropriate.

The following principles form the basis for the efficient administration of the school system.

1. The School Board is the policy-forming body of the district. This body sets the general policy which conforms to the laws of the State of Louisiana and regulations of the Louisiana Board of Elementary and Secondary Education (BESE).
2. The Superintendent has the responsibility of enforcing the policies of the Board; interpreting the laws of the State and the regulations of the Louisiana Board of Elementary and Secondary Education (BESE). The administration of all facets of operation of the schools is his/her responsibility.

The Superintendent is the instructional leader and chief executive officer of the school district, and professional advisor to the Board. As such, he/she has primary responsibility for personnel actions in the district as may be outlined in state law or Board policy.

The Board's legal advisor, auditor, and other appointed professionals, e.g. architect and consultant, shall be responsible to the Board. This does not preclude coordination of assigned tasks with the professional staff.

3. Each school principal has the responsibility for the hiring or placement of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent. The principal also has responsibility for supervising and directing operations at that school.
4. Teachers are obligated to abide by the rules, regulations, and are responsible for seeing that they are carried out, by performing their classroom duties as well as extra duties to the best of their abilities.

5. Non-professional personnel are responsible to the immediate supervisor.

Revised: October 4, 2012

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 10-4-12.