

# LEXINGTON SCHOOL COMMITTEE POLICY

## SCHOOL COMMITTEE LINE AND STAFF RELATIONS

Date Approved by  
School Committee:  
12/20/88

Signature of Chair:  
On File

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### I. PURPOSE AND SCOPE

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Lines of direct authority will be those approved by the committee and shown on school department organization charts.

### II. APPLICATION

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities.

### III. BACKGROUND

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do 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 school system.

(Adoption: 12/20/88)  
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