



**EXHIBIT N  
SAYRE AREA SCHOOL  
DISTRICT  
POLICY REVIEW/FINAL  
READING**

Book	Policy Manual
Section	000 Local Board Procedures
Title	Board/Staff Relations and Operations
Number	008
Status	Active
Adopted	February 13, 2012
Last Revised	June 25, 2018

The Superintendent 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 pre-eminently 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.

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

1. The school housing grades 7-12 shall be encouraged and shall be free to work out the educational program most appropriate for the students attending the school.
2. The elementary schools shall work within the framework of the educational program developed by the teaching staff under the guidance and counsel of the elementary principal.
3. The administrative and supervisory staff shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from pre-kindergarten through grade 12.
4. Line responsibility shall flow simply and clearly from students through teachers, principals and the Superintendent to the Board; and, support staff responsibility shall flow from staff members through successive stages of supervisors and the Superintendent to the Board.
5. Each member of the staff shall be told to whom s/he is responsible and for what functions.
6. Whenever possible, each member of the staff shall be responsible to only one (1) immediate superior for any one (1) function.
7. Each staff member shall be told to whom s/he can appeal in case of disagreement with the person to whom s/he is responsible.
8. Each staff member shall be told to whom s/he can go for help in working out his/her own functions in the school program.

**Line of Responsibility.**

Each district employee, except the Secretary, Treasurer, and counsel, 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 matters to the next higher authority when 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.[1]

### **Staff Advisory Functions**

In the development of rules, regulations, and arrangements for the operation of the school system, the Superintendent shall include at the planning stage, whenever feasible, those employees who will be affected by such provisions.

The Superintendent shall support channels for the communication of ideas and feelings regarding the operation of the schools. S/He shall weigh with care the counsel given by employees, especially that given by groups designated to represent large segments of the staff, and shall inform the Board of all such counsel in presenting reports of administrative action and in presenting recommendations for Board action.

Legal

1. Pol. 326

Last Modified by Patti Ball on June 25, 2018