

## TWO-WAY COMMUNICATION SYSTEM

The authority of the Regional School Board is transmitted through the director along specific communication channels from person to person as shown in the school's organizational chart. The purpose of the school's organizational chart is to delineate each employee's relationship to others.

Each employee of the school shall be instructed as to his or her responsibilities; the title and authority of the administrator from whom such instructions are expected; and the relationships of all personnel exercising direct, indirect, technical or administrative supervision over him or her.

Any problem that any school employee cannot solve by his or her own efforts, within the limits of his or her authority, shall be referred to his/her immediate supervisor.

Each employee shall be informed of the grievance procedure by which he or she has the right to appeal administrative decisions.

The director shall conduct an annual review and evaluation of the school's organizational chart.

Adopted: September 18, 2014

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### Cross Reference:

Policy No. 1017	Board-Staff Communication
Policy No. 5014	Board-Staff Communication
CCPS Pol. 2110	Line and Staff Relationships