

## **TWO-WAY COMMUNICATION SYSTEM**

The authority of the Regional School Board is transmitted through the executive 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 their 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 their own efforts, within the limits of their authority, shall be referred to their immediate supervisor.

Each employee shall be informed of the grievance procedure by which they have the right to appeal administrative decisions.

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

Adopted: September 18, 2014  
Amended: October 15, 2020  
Amended: September 19, 2024

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### **Cross Reference:**

Pol 1017	Board-Staff Communication
Pol 5014	Board-Staff Communication