



**Kelsey School Division**  
**Box 4700**  
**The Pas, MB R9A 1R4**

**Code: CCB**

## **LINE AND STAFF RELATIONS**

- A. The following principles will clarify lines of authority and relationships within the School Division:
1. The Board will make policy statements to set forth the purpose and general terms in which the organization and programs of the school system will operate.
  2. The Superintendent will apply or translate policy into action through the development, in cooperation with the school principals and central office staff, of specific processes to be conducted.
  3. The principals will implement the instructional programs and action plans communicated by the Superintendent.
  4. The classroom teacher, as the person closest to the student, has the responsibility for encouraging and promoting a supportive learning environment in the classroom within which the established philosophy of education may be successfully carried out.
  5. The support staff will complete the infrastructure by providing service for classroom, school, and School Division operations.
  6. Communication, both vertical and horizontal, shall be encouraged in order to ensure continuous understanding at every level of the School Division operation. Each employee must direct attitude and efforts toward this end.
- B. Input that enhances the efficiency and effectiveness of the School Division organization for the benefit of the students of the School Division will be welcomed. Adherence to proper channels when providing that input, making requests, registering complaints, etc., facilitates the work of all concerned and makes for better staff relationships.