

Organization Chart

The Peru Central School District Board of Education charges the Superintendent of Schools with maintaining a chain of command chart and an administrative organization chart that displays the relationship between and among the various building administrators, program administrators and operations supervisors.

The chain of command chart is to be part of the district's *Emergency Response Handbook* and the organization chart of administrator and supervisors is to be provided in the *Policy Handbook*.

Such charts are to be reviewed by the Superintendent of Schools and updated if and as necessary to reflect changes in personnel or chain of command. The district clerk shall duplicate and forward to administrators and supervisors any such updates to those charts provided to the district clerk by the Superintendent of Schools.

Confidential emergency contact cards that provide up to date information regarding how to contact and notify broadcast media in the event of school cancellation, early dismissal or late arrival are to be provided by the district clerk to the Superintendent of Schools, along with the second and third individuals on the *Chain of Command Chart*. The district clerk will be the prime individual responsible for initiating such telephone calls, if and as authorize and requested on that specific occasion by the Superintendent of Schools or ad-hoc designee.

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