



**MULTICULTURAL
ACADEMY**

Chain of Command / How to Effectively Communicate with School Officials

Multicultural Academy

Parents are often discouraged when they attempt to communicate with central office administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command,” or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communication directly with the educator in charge of the class or program. Each situation should be first addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via e-mail, and a phone call is the next preferable way. Contact information such as e-mail addresses and phone numbers can be found on the district website.

1. On Matters Involving Instruction/Curriculum

- a. Classroom Teacher
- b. Principal
- c. Board of Education

2. On Matters Involving Student Discipline

- a. Classroom Teacher
- b. Director of Student Affairs
- c. Principal
- d. Board of Education

3. On Matters Involving Transportation

- a. Bus Driver
- b. Director of Student Affairs
- c. Principal
- d. Board of Education

Interpreters are available for families who need assistance.