

Charters Valley School District

How to Effectively Communicate with School Officials

To help parents navigate concerns effectively and reduce frustration, the district encourages following its **Chain of Command**. This process begins by addressing issues at the level where they occurred, typically with the educator responsible for the class or program. If further escalation is needed, parents can move to the next level of authority. Communication should ideally begin with email, followed by a phone call, and, if necessary, a scheduled in-person meeting. This ensures efficient and productive resolution while fostering clear and open communication.

Communication Effectively with School Officials	
<p style="text-align: center;">On Matters Involving Student Discipline & Instruction/Curriculum</p> <ol style="list-style-type: none"> 1. CLASSROOM TEACHER 2. ASSISTANT PRINCIPAL / PRINCIPAL 3. ASSISTANT SUPERINTENDENT 4. SUPERINTENDENT 5. BOARD OF EDUCATION 	<p style="text-align: center;">On Matters Involving Personnel/Staff</p> <ol style="list-style-type: none"> 1. STAFF MEMBER 2. PRINCIPAL / ASSISTANT PRINCIPAL / SUPERVISOR 3. ASSISTANT SUPERINTENDENT 4. SUPERINTENDENT 5. BOARD OF EDUCATION
<p style="text-align: center;">On Matters Involving Athletics</p> <ol style="list-style-type: none"> 1. COACH 2. ATHLETICS DIRECTOR & STAFF 3. SCHOOL PRINCIPAL 4. ASSISTANT SUPERINTENDENT 5. SUPERINTENDENT 6. BOARD OF EDUCATION 	<p style="text-align: center;">On Matters Involving Activities: (Non-Athletic)</p> <ol style="list-style-type: none"> 1. SPONSOR 2. PRINCIPAL 3. ASSISTANT SUPERINTENDENT 4. SUPERINTENDENT 5. BOARD OF EDUCATION
<p style="text-align: center;">On Matters Involving Transportation: Discipline/Behavior</p> <ol style="list-style-type: none"> 1. PRINCIPAL / ASSISTANT PRINCIPAL 2. ASSISTANT SUPERINTENDENT 3. SUPERINTENDENT 4. BOARD OF EDUCATION 	<p style="text-align: center;">On Matters Involving Transportation: Operations</p> <ol style="list-style-type: none"> 1. SUPERVISOR OF TRANSPORTATION 2. PRINCIPAL / ASSISTANT PRINCIPAL 3. ASSISTANT SUPERINTENDENT 4. SUPERINTENDENT 5. BOARD OF EDUCATION
<p style="text-align: center;">On Matters Involving Facilities & Grounds</p> <ol style="list-style-type: none"> 1. PRINCIPAL 2. SUPERVISOR OF FACILITIES 3. ASSISTANT SUPERINTENDENT 4. SUPERINTENDENT 5. BOARD OF EDUCATION 	<p style="text-align: center;">On Matters Involving Food Service</p> <ol style="list-style-type: none"> 1. KITCHEN MANAGER 2. SUPERVISOR OF FOOD SERVICE 3. PRINCIPAL / ASSISTANT PRINCIPAL 4. ASSISTANT SUPERINTENDENT 5. SUPERINTENDENT 6. BOARD OF EDUCATION