

How to Effectively Communicate with Hopkins Public School District Officials
Office of the Superintendent, Mr. Gary Wood
2016-2017 School Year

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

Most parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be 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 a simple phone call or email.

On Matters Involving Instruction/Curriculum

1. Classroom Teacher
2. Building Principal
3. Superintendent
4. Board of Education

On Matters Involving Athletics

1. Coach
2. Athletic Director
3. Building Principal
4. Superintendent
5. Board of Education

On Matters Involving Student Discipline

1. Classroom Teacher
2. Building Principal or Assistant Principal
3. Superintendent
4. Board of Education

On Matters Involving Facilities/Grounds/Buildings

1. Building Principal
2. Supervisor of Facilities
3. Superintendent
4. Board of Education

On Matters Involving Transportation

1. Bus Driver
2. Transportation Supervisor
3. Building Principal or Assistant Principal
4. Superintendent
5. Board of Education

On All Other Matters

1. Building Principal or Assistant Principal
2. Superintendent
3. Board of Education