

# Communication Process

## *How to Effectively Communicate with Hopkins Public School District Officials*



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. Director of Instruction
4. Superintendent
5. Board of Education

#### **Athletics**

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

#### **Student Discipline**

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

#### **Facilities/Grounds/Buildings**

1. Building Principal
2. Director of Finance & Operations
3. Superintendent
4. Board of Education

#### **Transportation**

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

#### **All Other Matters**

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

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**Administration:** 269-793-7261

Superintendent

Director of Instruction

Director of Finance & Operations

### **Departments:**

Athletics 269-793-7616

Food Service 269-793-7082

Special Education 269-793-7261

Technology 269-793-3070

Transportation 269-793-7121

### **Buildings:**

High School 269-793-7616

Middle School 269-793-7407

Hopkins Elementary 269-793-7286

Sycamore Elementary 616-681-9189

### **Title IX Compliance Officers:**

Andrew Mains, Hopkins Elementary Principal

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