How does HPS communicate with parents?

Hopkinton Public Schools is dedicated to keeping parents informed and utilizes a variety of means of communication.

Mandatory emergency/urgent notifications

For emergency/urgent notifications which may be school or student specific notifications, or school closing notifications we use the iAutoAlert module within our student management system, iPass. On registration and yearly at the start of the school year we ask guardians to supply us with contact information including phone numbers, email addresses, and specifically up to two "AlertNow" phone numbers to be used for urgent communications from the district. These "AlertNow" phone numbers can be cell phone or home phone numbers and are stored in the student data record. Other phone numbers and email addresses are stored in the guardian record.

2015-16

Hopkinton Public Schools
School Contact Information

Dear

Please verify this information from our student information database and make any corrections or additons.

< Student Data >

First Name: ID#   YOG/Grade: Gender: Bus #

Full Middle Name: School: **Hopkinton Middle School**   Homeroom: **8 Green- Verra**

Last Name: Birth Date: City of Birth: **Boston**

Home Phone #:   AlertNow* Phone #   AlertNow* Additional Phone #

*number used for urgent communications from the district.   Primary Language spoken at home: **English**

Other than supplying us with the correct information no action is required on the part of the guardian to receive these kinds of communications. We may send these notifications by phone, by email, or both. Usually phone notifications are sent only to the supplied AlertNow numbers but on rare occasions we may call guardian phone numbers as well. Phone calls to the AlertNow number are sent by student, but email notifications are sent to any contact attached to a student record that is identified as a Mother, Father, or Guardian. It is therefore important for you to make sure that the Relationship of the contacts on the Registration or Bio-verification Form is accurate to ensure messages are sent to the correct people.

2nd Contact: Relationship: **Mother**   Lives with student: **yes**
Legal Status: **Custodial Parent**   Can Dismiss student? **yes**
Email Address: Can Receive student? **yes**

Phone #	Type	Extension	Phone #	Type	Extension
#1)	MOTHER'S CELL		#3)		
#2)			#4)		

3rd Contact: Relationship: **Emergency Contact**   Lives with student: **no**
Legal Status: Can Dismiss student? **yes**
Email Address: Can Receive student? **yes**

Phone #	Type	Extension	Phone #	Type	Extension
#1)	HOME PHONE		#3)		
#2)	MOTHER'S CELL		#4)		

The iPass system is also utilized for absentee phone calls, calls made when your student is reported as absent and no notification has been received by the school. Teachers will also use the email functionality within iPass to contact both parents and students.

Student grades and schedules

iPass is not only utilized for communications it also has parent and student portals that afford access to information such as grades, student progress, schedules, course registration, and discipline. Students in grade levels 6-12 are automatically supplied with iStudent accounts upon enrollment, but parents are required to sign-up for an iParent account. Information on how to create an account, how to access information using your account, and the reporting schedule for grades can be obtained from our district website at: http://www.hopkinton.k12.ma.us/domain/1084. All the pages on your iParent account can be translated into multiple languages using the Translate drop-down at the top right of the screen.

Optional informational notifications

Parents and community members can also choose to sign-up to receive informational messages sent out from the system that manages our district website http://www.hopkinton.k12.ma.us, known as SchoolWires. School closings are also sent out using SchoolWires to notify members of the community who may not have students in the school system. To register click on the Parents tab followed by Email Communication Signup.

Complete the form selecting all the lists for which you wish to be registered, then click on Save. If you do not already have a SchoolWires account one will be created for you and an email will be sent containing the account information. We might also ask you login with this account information when completing consent forms on our website so keep a record of your credentials.
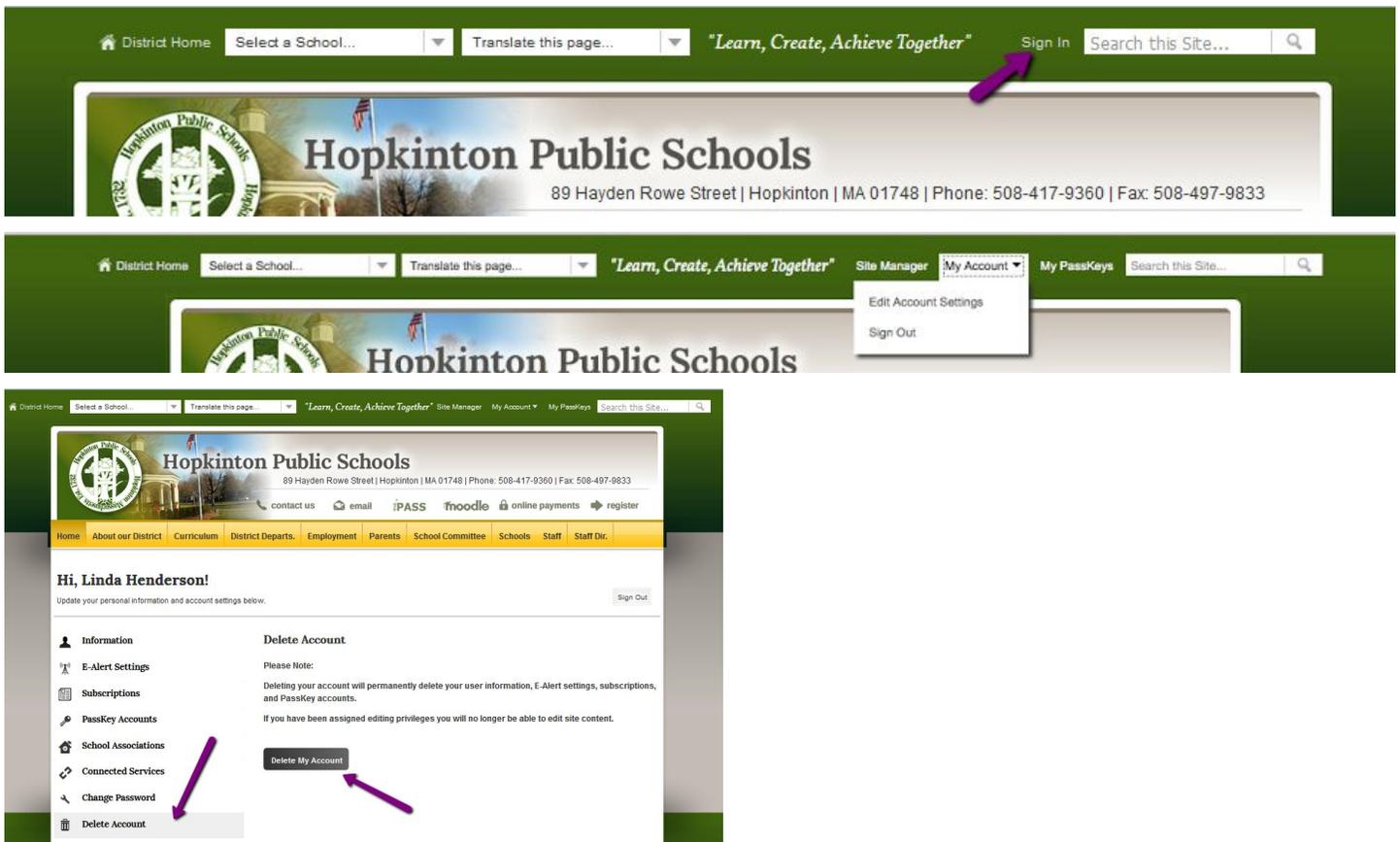
Because we cannot guarantee that messages sent from HPS make it into your email inbox action is required on your part to add our listserv email addresses as safe senders:

The email addresses used for listserv messages are:

hopkinton-public-schools@hopkinton.k12.ma.us
eflyers@hopkinton.k12.ma.us
hopkinton-preschool@hopkinton.k12.ma.us
center-school@hopkinton.k12.ma.us
elmwood-school@hopkinton.k12.ma.us
hopkins-school@hopkinton.k12.ma.us
hopkinton-middle-school@hopkinton.k12.ma.us
hopkinton-high-school@hopkinton.k12.ma.us
[How to add a safe sender to your email](#)

If you move out of town and no longer want to hear from us, just delete your account. Click on Sign In, Click on Edit Account Settings, Delete Account on the side menu, then Delete Account
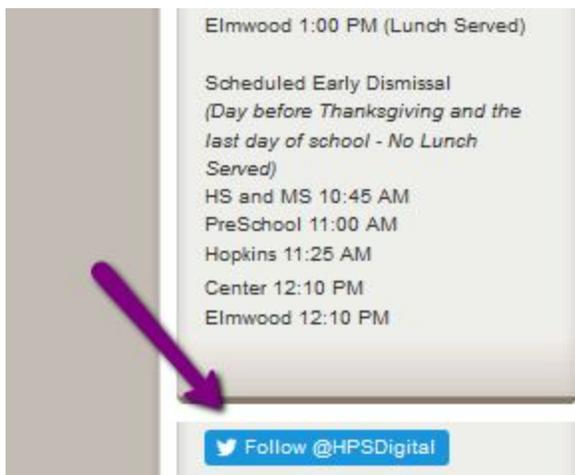

Of course our District Web site also contains a wealth of information for your perusal! Pages on the site can be translated into multiple languages using the Translate this page drop-down menu.

Social Media

The Hopkinton Public Schools Superintendent and other staff members and groups also use social media to keep in touch with the community at large. So "like" us on Facebook, or "follow" us on Twitter. Search for us, or click on the links found throughout our website.

Questions or Concerns?

Like all technology occasionally there are issues beyond our control, and despite our best efforts communications may not reach you as intended. If that is the case, or you have further questions please contact Linda Henderson, Data Manager at 508-417-9395 or lhenderson@hopkinton.k12.ma.us.