

# HAMPTON COUNTY SCHOOL DISTRICT 2

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[www.hampton2.k12.sc.us](http://www.hampton2.k12.sc.us)

**Vision 2021: A world class rural school district. Demonstrating our BEST!**

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## SUPERINTENDENT OF SCHOOLS

Martin L. Wright, ED.S.

## MEMORANDUM

TO: Hampton County School District 2 Staff, Parents and Community

FROM: Martin L. Wright  
Superintendent of Schools

DATE: July 19, 2017

RE: Chain of Command

We believe that so many “concerns” get elevated to “issues” and then to full-blown “problems” often due to lack of information/knowledge. Communication is a shared experience and we intend to make that experience easier for all members of our learning community.

My goal as Superintendent and our new administrative staff is to work collaboratively to transform our district into a “**World Class**” rural school district. In our shared opinion, our first task, even before we begin to address current and/or future concerns or issues, is to make everyone aware of our chain of command. The concept of a chain of command is rationale and follows the best practice that is implemented by successful school districts and major corporations.

The purpose of our chain of command is to communicate to our learning community who is responsible for what decisions in their interactions. The chain of command seeks initial resolution at the lowest level. This typically is where the parties involved have first-hand facts and invites the timeliest resolution.

As we transform our learning community and see the rebirth of Hampton County School District 2, it is imperative that each member know and implement the chain of command as follows in descending order:

- Classroom Teacher/Supervisor
- Principal
- District Level Leader
- Superintendent
- Board of Education

Remember, as a professional learning community we work as a team; therefore, the first place to begin if you have a concern is with your immediate supervisor.

If the matter is not resolved with the initial person, then move to the next person in the chain of command.

If you have communicated with the supervisor/principal and there is no resolve, the next person to contact would be the Superintendent of the school district.

If the Superintendent has not resolved the matter, then a written request to be placed on the Board of Education’s regularly scheduled meeting agenda via the superintendent should be requested following the Public Comment Card procedure. You can find a copy of the Public Comment card on our district website or you can obtain a hard copy from the district office.