WHOM DO I CALL?

HEWLETT–WOODMERE PUBLIC SCHOOLS encourages questions from parents and community members about school-related matters. We support direct, open, and respectful communications so that questions and concerns can be resolved quickly and efficiently. Communication should begin with the staff member closest to the situation, as that individual will usually have the most information. Appropriate communication channels for a variety of topics are listed below.

HEWLETT WOODMERE PUBLIC SCHOOLS
Inspire ★ Engage ★ Achieve

In all cases, begin your communication with Step 1. If not resolved, proceed through the steps in numerical order.

- **AFTER–SCHOOL ACTIVITIES**
  Step 1: Building Main Office

- **BUDGET CONCERNS/TAXES**
  Step 1: Business Administrator
  Step 2: Assistant Superintendent for Finance and Personnel

- **CLASSROOM ISSUES, CURRICULUM/INSTRUCTION**
  (classroom procedures, behavior, grades, schedules, etc.)
  Elementary:
  Step 1: Classroom Teacher
  Step 2: Assistant Principal
  Step 3: Building Principal
  Step 4: Assistant Superintendent for Teaching, Learning and Technology
  Secondary:
  Step 1: Subject Teacher
  Step 2: Department Chairperson
  Step 3: Guidance Counselor
  Step 4: Assistant Principal
  Step 5: Building Principal
  Step 6: Assistant Superintendent for Teaching, Learning, and Technology

- **COMMUNITY EDUCATION AND SERVICES**
  Step 1: Senior Account Clerk
  Step 2: Executive Director for Communications, Community Services, Registrations, and Grants

- **EMPLOYMENT**
  Step 1: Human Resources Administrator

- **EXTRA–CURRICULAR ACTIVITIES**
  Step 1: Activity Advisor
  Step 2: Assistant Principal
  Step 3: Building Principal

- **INFINITE CAMPUS PARENT PORTAL**
  Step 1: School Main Office
  Step 2: Information Technology Specialist

- **MEDICAL CONCERNS**
  Step 1: School Nurse
  Step 2: Building Principal
  Step 3: Director of Health, Safety and Security

- **PE/HEALTH/ATHLETICS**
  Step 1: PE Teacher/Coach
  Step 2: Director of Health, Physical Education, and Athletics
  Step 3: Building Principal
  Step 4: Superintendent

- **REGISTRATION/RESIDENCY**
  Step 1: Registrar
  Step 2: Executive Director for Communications, Community Services, Registrations, and Grants

- **SCHOOL LUNCH**
  Step 1: Food Service Director

- **SCHOOL PERSONNEL CONCERNS**
  Step 1: District Chairperson
  Step 2: Building Principal
  Step 3: Human Resources

- **STUDENT SOCIAL/EMOTIONAL NEEDS**
  Elementary:
  Step 1: Social Worker
  Step 2: School Psychologist
  Step 3: Assistant Principal
  Step 4: Building Principal
  Secondary:
  Step 1: Guidance Counselor
  Step 2: Social Worker
  Step 3: Psychologist
  Step 4: Assistant Principal
  Step 5: Building Principal
  Step 6: Assistant Superintendent for Special Education and Student Support Services

- **SPECIAL EDUCATION**
  For Initial Evaluation:
  Step 1: Special Education Office
  For Current Students:
  Step 1: Classroom Teachers
  Step 2: School Psychologist
  Step 3: Special Education Office

- **THE ARTS** ***(Music, Art, Theater)***
  Step 1: Teacher
  Step 2: Director of Art and Music
  Step 3: Building Principal

- **TRANSPORTATION**
  (Pick-up, route problems, etc.)
  Step 1: Transportation Office
  Step 2: Business Administrator
  Step 3: Assistant Superintendent of Finance and Personnel

- **USE OF FACILITIES**
  Step 1: Senior Account Clerk
  Step 2: Director of Facilities

If your question or concern is not resolved using the communication channels listed above, please call (516) 792-4800.