

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.



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.