

COMMUNICATION PROTOCOL

WHOM TO CALL WITH A QUESTION/SUGGESTION/CONCERN

HEWLETT-WOODMERE PUBLIC SCHOOLS welcomes questions from parents and community members. We believe in open, respectful communication and encourage you to first contact the staff member most directly involved, as they can best address your concerns. Please 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 Business

☎ CLASSROOM/CURRICULUM CONCERNS

(classroom procedures, behavior, grades, schedules, etc.)

Elementary:

Step 1: Classroom Teacher

Step 2: Department Chairperson

Step 3: Assistant Principal

Step 4: Building Principal

Step 5: Assistant Superintendent for Curriculum, Instruction, and Innovation

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 Curriculum, Instruction, and Innovation

☎ COMMUNITY SERVICES

Step 1: Executive Director for Communications, Community Services, Registrations, and Grants

☎ EMPLOYMENT

Step 1: Assistant Superintendent for Human Resources and Leadership Development

☎ 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

☎ FOOD SERVICES

Step 1: Food Service Director

☎ STUDENT SOCIAL/EMOTIONAL NEEDS

Elementary:

Step 1: Social Worker/School Psychologist

Step 2: Assistant Principal

Step 3: Building Principal

Secondary:

Step 1: Guidance Counselor

Step 2: Social Worker/School Psychologist

Step 3: Assistant Principal

Step 4: Building Principal

Step 5: Assistant Superintendent for Special Education and Student Support Services

☎ SPECIAL EDUCATION

For Initial Evaluation:

Elementary:

Step 1: School Psychologist

Secondary:

Step 1: Psychologist/ Special Education Chairperson

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 for Business

☎ USE OF FACILITIES

Step 1: Director of Facilities



Please scan here to view District contact numbers on our website.

