

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: Mr. Joseph DiBartolo
Step 2: Mr. Louis S. Frontario

● Classroom Issues, Curriculum/ Instruction Questions

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

Elementary:

Step 1: Classroom Teacher
Step 2: Assistant Principal
Step 3: Building Principal
Step 4: Deputy Superintendent

Secondary:

Step 1: Subject Teacher
Step 2: Department Chairperson
Step 3: Guidance Counselor
Step 4: Assistant Principal
Step 5: Building Principal
Step 6: Deputy Superintendent

● Community Education and Services

Step 1: Mrs. Laurie SanPhillipo
Step 2: Mrs. Barbara Giese

● Employment

Step 1: Mrs. Barbara McNiff

● 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: Mr. Matt Andrzejewski

● Medical Concerns

Step 1: School Nurse
Step 2: Building Principal
Step 3: Human Resources

● PE/Health/Athletics

Step 1: PE Teacher/Coach
Step 2: District Director of Physical Education, Health and Athletics
Step 3: Building Principal
Step 4: Deputy Superintendent

● Registration/Residency

Step 1: Mrs. Suzanne Siegel
Step 2: Mr. Joseph DiBartolo

● School Lunch

Step 1: Mrs. Michelle Rosenthal

● 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: Principal

Secondary:

Step 1: Guidance Counselor
Step 2: Social Worker
Step 3: Psychologist
Step 4: Assistant Principal
Step 5: Building Principal
Step 6: Executive Director for Special Education 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, Theatre)

Step 1: Teacher
Step 2: District Director of Art and Music
Step 3: Building Principal

● Transportation

(Pick-up, route problems, etc.)

Step 1: Transportation Office
Step 2: Mr. Joseph DiBartolo
Step 3: Mr. Louis S. Frontario

● Use of Facilities

Step 1: Mrs. Laurie San Phillipo
Step 2: Mrs. Barbara Giese
Step 3: Ms. Kim Parahus

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