

Communication Procedures

In order to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently, the Half Hollow Hills School District has developed communication protocols. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Please start with STEP 1 and move to next steps if needed. Appropriate communication channels for a variety of topics are listed below. **Please Note:** If your issue has not been resolved after following ALL of the appropriate steps in the communication protocol, then please contact the Board of Education.

Classroom Issues Involving an Individual Child

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

For Grades K-5:

STEP 1 - Classroom Teacher
STEP 2 - Assistant Principal
STEP 3 - Building Principal
STEP 4 - Mary Rettaliata, Asst. Supt.
for Elementary Education
STEP 5 – Kelly Fallon, Supt. of Schools

For Grades 6-12:

STEP 1 - Classroom Teacher
STEP 2 - Guidance
STEP 3 - Assistant Principal
STEP 4 - Building Principal
STEP 5 – John O’Farrell, Asst. Supt.
for Secondary Education
STEP 6 – Kelly Fallon, Supt. of Schools

Curriculum/Instruction Questions

(subject matter being taught, teaching strategies, textbooks and materials used, etc.)

For Grades K-5:

STEP 1 - Classroom Teacher
STEP 2 - Assistant Principal
STEP 3 - Building Principal
STEP 4 - District-wide Subject Area
Coordinator/Director
STEP 5 - Mary Rettaliata, Asst. Supt.
for Elementary
STEP 6 – Kelly Fallon, Supt. of Schools

For Grades 6-12:

STEP 1 - Classroom Teacher
STEP 2 - Guidance
STEP 3 - Assistant Principal
STEP 4 - District-wide Subject Area
Coordinator/Director
STEP 5 - Building Principal
STEP 6 – John O’Farrell, Asst. Supt. for
Secondary Education
STEP 7 - Kelly Fallon, Supt. of Schools

Budget Concerns/Questions

STEP 1 - Anne Marie Marrone Caliendo, Asst.
Supt. for Finance and Facilities
STEP 2 - Kelly Fallon, Supt. of Schools

Employment and Certification Questions

STEP 1 – Dr. Patrick Harrigan, Deputy Supt.
STEP 2 - Kelly Fallon, Supt. of Schools

Special Education Concerns/Questions

For Grades K-5:

STEP 1 - Classroom Teacher
STEP 2 - Psychologist
STEP 3 - Assistant Principal
STEP 4 - Building Principal
STEP 5 - Brenda Friedland, Coordinator
of Elementary Special Education
STEP 6 – Allison Strand, Executive Director,
Special Education
STEP 7 - Kelly Fallon, Supt. of Schools

For Grades 6-12:

STEP 1 - Classroom Teacher
STEP 2 - Guidance Counselor
STEP 3 - Psychologist
STEP 4 - Assistant Principal
STEP 5 - Building Principal
STEP 6 - Daniel Helmes, Coordinator of
Middle School Special Education; or
Michelle Melfi, Coordinator of High School
Special Education Services
STEP 7 - Allison Strand, Executive Director,
Special Education
STEP 8 - Kelly Fallon, Supt. of Schools

Athletic Concerns

STEP 1 - Coach
STEP 2 - Building Assistant Principal
STEP 3 - Building Principal
STEP 4 - Joseph Pennacchio, Director
of Athletics
STEP 5 – John O’Farrell, Asst. Supt.
for Secondary Education
STEP 6 - Kelly Fallon, Supt. of Schools

Medical Concerns, K-12

STEP 1 - School Nurse
STEP 2 - Guidance Counselor
STEP 3 - Assistant Principal
STEP 4 - Building Principal
STEP 5 - Allison Strand, Executive Director,
Special Education
STEP 6 - Kelly Fallon, Supt. of Schools

School Personnel Concerns/Questions

STEP 1 - Building Principal
STEP 2 – Dr. Patrick Harrigan, Deputy Supt.
STEP 3 - Kelly Fallon, Supt. of Schools

Building Use Requests

For Field & Gymnasium Use

STEP 1 - Joseph Pennacchio, Director
of Athletics
STEP 2 - Anne Marie Marrone Caliendo, Asst.
Supt. for Finance and Facilities
STEP 3 - Kelly Fallon, Supt. of Schools

For General Building Use

STEP 1 - Building Principal
STEP 2 - Anne Marie Marrone Caliendo, Asst.
Supt. for Finance and Facilities
STEP 3 - Kelly Fallon, Supt. of Schools

Transportation Concerns/Questions

(pickup, route problems, etc.)

STEP 1 - Stephen Troy,
Transportation Supervisor
STEP 2 - Anne Marie Marrone Caliendo, Asst.
Supt. for Finance and Facilities
STEP 3 - Kelly Fallon, Supt. of Schools

Other Transportation Concerns

(Behavior on school buses, etc.)

For Grades K-5:

STEP 1 - Bus Driver
STEP 2 - Assistant Principal
STEP 3 - Building Principal
STEP 4 - Anne Marie Marrone Caliendo, Asst.
Supt. for Finance and Facilities
STEP 5 - Kelly Fallon, Supt. of Schools

For Grades 6-12:

STEP 1 - Bus Driver
STEP 2 - Assistant Principal
STEP 3 - Building Principal
STEP 4 - Anne Marie Marrone Caliendo, Asst.
Supt. for Finance and Facilities
STEP 5 - Kelly Fallon, Supt. of Schools

Other School Activities

STEP 1 - Activity Advisor
STEP 2 - Building Assistant Principal
STEP 3 - Building Principal
STEP 4 – District-wide Subject Area
Coordinator/Director
STEP 5 – Asst. Supt. for Elementary, Mary
Rettaliata or Asst. Supt. for Secondary
Education, John O’Farrell
STEP 6 - Kelly Fallon, Supt. of Schools

HHH School Safety Tipline

If you become aware of a situation that you believe may create an unsafe environment for you or a member of your community, report it to our anonymous School Safety Tipline.

Online at www.report-it.com

Or call 1(877) SAFE-k12

Username: hhh

Password: safety