







NPA- Who to see when- Students

| Superintendent | Principal | Dean of Students | Guidance Counselor |
|---|--|--|---|
| Club treasurers need info on funds available | Academic issues  | Academic issues (Dean to route as necessary)  | Academic issues |
| Issues still unresolved after seeking help from other staff members (appeals) | Student behavior issues  | Student behavior issues (Dean to route as necessary)  | Student behavior issues |
| | Student personal issues  | Student personal issues  | Student personal issues |
| | Issues still unresolved after seeking help from other staff members (appeals) | | Course requests/changes |
| | | | Schedules |
| | | | 4 year plan, ECAP College planning questions |

NPA- Who to see when- Parents

| Superintendent | Principal | Dean of Students | Guidance Counselor |
|---|---|---|--|
| Donations | Academic issues | Academic issues (Dean to route as necessary) | Academic issues |
| Fundraising ideas | Discipline complaints | Discipline concerns (Dean to route as necessary) | Counseling/Mediation/Conflict resolution |
| Issues still unresolved after seeking help from other staff members (appeals) | Issues concerning a teacher (after speaking w/ teacher) | | College questions, testing questions |
| | IEP/504 Concerns | | Course requests/changes |
| | | | ECAP (Education, Career, Action Plan) |

NPA- Who to see when- Teachers

| Superintendent | Principal | Dean of Students | Guidance Counselor |
|---|---|---|---|
| POs (via email) | Time sheets (non-contract time) Leave requests | Academic or behavioral referrals (Dean will route as necessary) | Course suggestions |
| Check requests | Concerns w/ students Concerns w/ parents | Concerns with possible at-risk students (after intervention attempts) | Questions/suggestions for student course placements |
| Insurance concerns | Curriculum IEP/504 assistance SST | SST | AP Program questions |
| Workman's comp | Classroom management questions | | |
| Payroll | Professional development | | |
| Physical plant issues | Calendar, Technology/web | | |
| Issues still unresolved after seeking help from other staff members (appeals) | Issues still unresolved after seeking help from other staff members (appeals) | | |

