

NPA Who to See When – Students

Superintendent (check with Mrs. Sommers first)	Principal- Keberlein	Assistant Principal- Visockis	Dean of Students- Schorey	Program Coordinator- Fredette/Guidance Counselor-Compain	School Psychologist Perkins
Club treasurers need info on funds available	Academic issues	Academic issues	Academic issues	Course requests and changes	Emotional crisis- self
Issues still unresolved after seeking help from other staff members (appeals)	Student behavior issues	Student behavior issues	Student behavior issues	Scheduling	Emotional crisis- friends
	Student personal issues	Student personal issues	Student personal issues	College planning	
	Issues still unresolved after seeking help from other staff members (appeals)				

NPA Who to See When – Parents

Superintendent (check with Mrs. Sommers first)	Principal- Keberlein	Assistant Principal- Visockis	Dean of Students- Schorey	Program Coordinator- Fredette/Guidance Counselor-Compain	School Psychologist Perkins
Facility Issues	Discipline concerns	Discipline concerns	Discipline concerns (Dean to route as necessary)	Course requests and changes	Emotional crisis- students
Issues still unresolved after seeking help from other staff members (appeals)	Issues concerning a teacher (after speaking with teacher)	Issues concerning a teacher (after speaking with teacher)	Academic concerns	College guidance Scholarship information	
	IEP/504 concerns	Academic concerns		College testing questions	
		Section 504 Coordinator			

NPA Who to See When – Teachers

Superintendent- Lombardi	Principal- Keberlein	Dean of Faculty- Abeshaus	Assistant Principal- Visockis	Dean of Students- Schorey	Program Coordinator- Fredette/Guidance Counselor-Compain	School Psychologist- Perkins
Purchase orders	Approval of: time off, field trips, events, fundraisers (route to Vada first)	Questions or concerns	Academic or behavioral referrals	Academic or behavioral referrals	Course suggestions	Serious concerns about a student's emotionality
Check requests	Concerns with students or parents	Curriculum, IEP assistance,	Concerns with possible at-risk students (after intervention attempts)	Concerns with possible at-risk students (after intervention attempts)	Questions/suggestions for student course placements	Student crisis intervention
Insurance concerns			SST & 504 Coordinator	SST	AP Program questions	
Workman's comp	Classroom management questions	Classroom management questions	Event forms, field trip forms, fundraisers			
Payroll	Professional development					
Physical plant issues	Calendar, technology and website					
Issues still unresolved after seeking help from other staff members (appeals)	Issues still unresolved after seeking help from other staff members (appeals)					