

COMMUNICATION PROTOCOL / WHO SHOULD I CONTACT

Discipline Questions/Concerns:	Classroom Teacher	Dept. Supervisor	Dean of Students	Mrs. Kane	Judicial Discipline Comr	Diocese
Attendance Issues:	Dean of Students	Guidance	Appeals Committee			
Classroom Grades/Assignments:	Classroom Teacher	Dept. Supervisor	Guidance Counselor	AP Academic Affairs		
Student Schedules:	Guidance Counselor	Guidance Supervisor	AP Academic Affairs			
Individual Educational Plan:	Guidance Counselor	Special Services	Guidance Supervisor	AP Academic Affairs		
Concerns with a Teacher	Dept. Supervisor	AP Academic Affairs	Principal	Diocese		
Transportation:	Transportation Coordin	Director of Student Activities		Mr. Lamberson		
Athletics:	Sport Level Coach	Head Coach	Athletic Director	Mr. Lamberson	Judicial Athletics Committee	
Extra Curricular Activities:	Activity Moderator	Director of Student Activities		Mr. Lamberson		
Power School Updates:	Classroom Teacher	Dept. Supervisor	AP Academic Affairs			
Power School Technical:	Staci Shalkowski	Tech. Coordinator				
Tablet:						
Technical Problem:	Network Admin.	Tech. Coordinator				
Implementation:	Classroom Teacher	Dept. Supervisor	Tech. Coordinator	AP Academic Affairs		
Tuition:	Business Office	President				
Tuition Assistance:	Business Office	Admissions	President			
Fundraising:	Advancement Office					
Alumni Relations:	Advancement Office	President				
Admissions/Open Houses:	Admissions Office	Principal				



Saint John Vianney High School

732-739-0800

Office Hours: Monday-Friday 7:30 AM-3:00PM

Telephone Exts and Titles can be found at sjvhs.com and pg 7 of the Calendar Handbook