

Procedure Policy.

Addressing concerns
and questions

1

TEACHER

First, talk to your
child's teacher.

2

DEPARTMENT
COORDINATOR

If, the concern involves
your child's teacher OR
there is no mutual
agreement OR the issue
persists, please reach out
to your grades
appropriate Supervisor.

**PRE-K 4 - 4TH GRADE
MS. AMY**

**amywillie.nhtc@gmail.com
985-237-9700**

**5TH - 12TH GRADE
MS. KELSI**

**kelsicavinnhtc@gmail.com
225-505-0813**

3

NHTC DIRECTOR

If, any concerns/questions
above cannot be resolved
OR issues persist OR there
are concerns about any
staff members reach out to

MRS. SUSAN WILLIE

OFFICE HOURS
FOR STAFF

**MON - THURS
8am-6pm**

**CALL OR TEXT
(INCLUDING GROUP TEXT)**

**EMAILS CAN BE SENT
ANYTIME AND WILL
BE ANSWERED AT
OUR EARLIEST
CONVIENCE.**

**PLEASE SCHEDULE A MEETING WITH THE
APPROPRIATE PERSON**