

PROBLEM RESOLUTION PROTOCOL – WHO DO I CONTACT FIRST?

The Bromfield School

If your child has already been identified as an eligible special education student, refer to the protocol below. You should initiate contact with the first designated person. If not satisfied with the results, contact the next person on the list, and so forth.

For questions about:

- Something occurring in the General Education Classroom (including implementation of IEP and 504 accommodations)
 1. **General Education Classroom Teacher**
 2. Department Leader:
 - Janet Brown - English
 - Kathleen Doherty – Social Studies
 - Russ Wass – Math
 - Jennifer Fraser – World Language
 - Deborah Pierce – Science
 - Rebecca Ufema – Unified Arts
 - Barbie Kelly – Health and Physical Education
 3. Scott Hoffman, Principal
Robin Benoit, Associate Principal
- **Special Education Services**
 1. **Special Education Teacher/Liaison**
 2. Catherine Polis, Special Education Coordinator
 3. Marie Harrington, Director of Pupil Services
- **My Child’s IEP or to Schedule a Team Meeting**
 1. Special Education Liaison for your child
 2. Catherine Polis, Special Education Coordinator
- Something that occurred in the Cafeteria or hallway
 1. **Guidance Counselor**
 2. Robin Benoit, Associate Principal
 3. Scott Hoffman, Principal
- A more global, non-child specific question regarding how **special education services** are provided in the school in general
 1. Catherine Polis, **Special Education Coordinator**
 2. Marie Harrington, Director of Pupil Services

If your child is not currently a special education student:

If you are concerned about your child’s performance in school:

1. First speak directly to your child’s classroom teacher about your concerns.
2. Guidance Counselor
3. Scott Hoffman, Principal or Robin Benoit, Associate Principal
4. Catherine Polis, Special Education Coordinator to discuss other options as necessary

If you are concerned about something occurring in the classroom:

1. First speak directly to your child's classroom teacher about your concerns.
2. Department Leader: Please see above for the appropriate department leader.
3. Scott Hoffman, Principal or Robin Benoit, Associate Principal.

Revised 1/6/17