

Guidelines/Flow Chart for Questions Regarding Classified Students

Question	Initial Contact
If a parent of an incoming kindergartener wants to observe the 12:1:2 and/or 8:1:3 programs?	Contact CPSE Chairperson: Anne Soldano (Shelter Rock) or Kim Jappell (Munsey Park)
If the student is having trouble with or is overwhelmed by homework?	Classroom teacher (mainstream) and/or Special Education if pullouts involved
If the student is having problems with socialization/making friends?	Classroom Teacher
If the student with the disability is being teased or bullied by other students in their class?	Classroom Teacher
If the student is having a problem in the cafeteria or at recess?	Assistant Principal
If the student is involved with disciplinary issues on the school bus?	Assistant Principal
For questions regarding the availability of "resource room" facilities?	District Coordinator (Laura Fine)
For general questions related to building facilities (e.g., sensory gym or available sensory equipment within a classroom)?	OT/PT Room: Building Principal Specific Equipment: District Coordinator (Laura Fine)
For a progress report on how a student is doing in a special—music, art or gym?	Electronic Reports are distributed in January and June
For a problem or issue with related services—problem with the scheduling or with the delivery of services?	Assistant Principal
If the IEP is not being followed and/or accommodations are not being provided?	In the Mainstream: Classroom Teacher In Pullout/Resource Room: Special Education Teacher Or District Coordinator (Laura Fine)
Who is responsible for the overall administration of a classified student's IEP if the student has a mainstream placement? Or a 12:1:2 or 8:1:3 placement?	Mainstream Placement: Classroom Teacher 12:1:2 & 8:1:3 Placement: Special Education Teacher
If there is a disagreement between the teacher and the parents regarding interpreting the IEP (e.g. testing accommodations)?	District Coordinator (Laura Fine) & Director of Special Education (Allison Rushforth)

For questions regarding the assignment of a classroom teacher assistant or a 1:1?	Building Principal
For questions regarding the need for sensitivity training to be provided and/or scheduled?	For Students: Both Building Principal & District Coordinator (Laura Fine) For Staff: Building Principal & Director of Special Education (Allison Rushforth)