

DATE: September 14, 2009

**INTERVENTION AND REFERRAL SERVICES
(I&RS)**

RESPONSIBILITY: In accordance with Board Policy, the Superintendent established the following procedures to provide for the delivery of intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been determined to be in need of special education and related services. A Intervention and Referral Services Committee (I&RS) in each of our schools will be responsible for the identification of these students and for planning the delivery of intervention and referral services.

PROCEDURES:

A. Committee membership

The Intervention and Referral Services Committee (I&RS) established in each school in Bernards Township shall be comprised of:

- The principal or his/her designee;
- The teacher who referred the child in need of assistance or identified an issue requiring remediation;
- A Child Study Team member;
- A guidance staff member;
- Student Assistance Counselors, a school nurse, a general education classroom teacher;
- Such other school staff members as may be required to assist the pupil or study the issue.

B. Committee members roles and responsibilities

Each I&RS committee must determine which member will fulfill the following role for each meeting:

- Chairperson: schedules meetings, creates agendas, attends meetings, maintains formal records;
- Facilitator – runs the meetings;
- Recorder – fills out assessment forms, action plans, etc.;
- Timekeeper – keeps the team on track;

- Case monitor – manages cases and completes I&RS action plan review within 8 weeks.

C. Pupil referral

A pupil not known to have an educational disability who is experiencing difficulty in the classroom may be referred to the Intervention and Referral Services Committee by the classroom teacher or by his or her parent.

- The pupil's parent shall be informed of any such referral.
- When it appears that a referred pupil may have an educational disability, the pupil assistance committee shall refer the pupil to the child study team for evaluation pursuant to Policy #2460 for a determination of the pupil's eligibility for special education and/or related services.
- The Intervention and Referral Services Committee shall consult with the pupil's regular teachers, parents, and any school employee as appropriate to gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct.
- The school nurse shall review the pupil's health records and inform the committee of any condition relevant to the pupil's difficulties. Information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult pupil or the pupil's parent.
- The committee may consult with community-based social and health agencies that provide services to the pupil or the pupil's family.

D. Pupil assistance plans

The Intervention and Referral Services Committee shall prepare a written plan for referred pupils who require supportive services, modifications to their regular educational program, or assessment and referral to school or community-based social and/or health provider agencies.

The Intervention and Referral Services Action Plan shall:

- Detail any modifications in the pupil's educational program;
- List the persons who will implement the plan;
- Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies;
- Document parental notification of the pupil's referral and any change in educational placement or the withholding of parental notification because child abuse was suspected or federal rules mandated confidentiality in a alcohol or drug related matter; and

- Identify the committee member who will serve as case monitor to review the pupil's progress.

The implementation and effectiveness of the Intervention and Referral Services Action Plan shall be reviewed at a set time determined by the committee. The committee shall consult the referring staff member for his or her assessment of the effectiveness of the plan.

If the implementation of the plan is judged to be ineffective, the plan shall be reviewed and amended as necessary. If the review indicates a potential educational disability, the pupil shall be referred to the child study team.

E. Records and report

All pupil records reviewed in the operation of the Intervention and Referral Services Committee are confidential and subject to the protections of Policy #8330.

A record shall be kept of all referrals to the Intervention and Referral Services Committee, all Intervention and Referral Services Action plans, and the disposition of each.

At the end of the school year, the principal or his/her designee shall, in consultation with the Intervention and Referral Services Committee, develop a report on the concerns and problems identified through committee discussions and documented in assistance plans. The report shall include:

- A description of the needs and issues identified through referrals to the committee;
- An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year; and
- A description of activities planned in response to the needs and issues significant in school planning.

The principal's report shall be given to the Board of Education and kept on file as a public record by June 30th.