

## R 2417 PUPIL INTERVENTION AND REFERRAL SERVICES

A. ~~The Superintendent of Schools will establish and implement district-wide procedures for each school building to provide for the delivery of intervention and referral services for pupils who are experiencing difficulties in their classes in meeting the New Jersey Standards, and who have not been determined to be in need of special education programs and services. The Board of Education will provide support, guidance, and professional development to school staff who identify and refer pupils; and to school staff who participate in planning and providing intervention and referral services.~~

### Recommended Procedure

B. ~~Each Building Principal will establish an Intervention and Referral Team (IRT). The committee membership will be comprised of the following:~~

1. ~~The Principal shall act as chairperson;~~
2. ~~A member of the Child Study Team (CST);~~
3. ~~The staff member who referred a pupil in need of assistance or identified a school issue for discussion; and~~
4. ~~Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular pupil.~~

### C. ~~Pupil Referral~~

1. ~~A pupil not known to have a disability who is experiencing difficulty in the classroom may be referred to the IRT by the classroom teacher or by his/her parent(s) or legal guardian(s). The pupil's parent(s) or legal guardian(s) shall be informed of any such referral.~~
2. ~~When it appears that a referred pupil may have a disability, the IRT shall refer the pupil to the CST for evaluation pursuant to Policy No. 2460 and Regulation No. 2460.7 for a determination of the pupil's eligibility for special education and/or related services.~~



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3. ~~The IRT shall consult with the pupil's regular classroom teacher, parent(s) or legal guardian(s), and any school employee as appropriate to gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct.~~
  4. ~~The school nurse shall review the pupil's health records and inform the committee of any condition relevant to the pupil's difficulties. Any 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(s) or legal guardian(s).~~
  5. ~~As appropriate, the IRT may consult with community based social and health agencies that provide services to the pupil or the pupil's family.~~
- D. ~~Intervention and Referral Plans~~
1. ~~The IRT 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.~~
  2. ~~The Intervention and Referral Plan shall:~~
    - a. ~~Detail any modifications in the pupil's educational program;~~
    - b. ~~List the persons who will implement the plan;~~
    - c. ~~Include any recommendations for assessment and referral to specified school or community based social and/or health provider agencies;~~
    - d. ~~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 an alcohol or drug related matter;~~
    - e. ~~The parent(s) or legal guardian(s) shall be actively involved in the development and implementation of any intervention and/or referral plans, and~~
    - f. ~~Identify the committee member to monitor and review the pupil's progress.~~



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3. ~~The implementation and effectiveness of the Intervention and Referral Plan shall be reviewed within eight calendar weeks from the beginning of its implementation. The committee shall consult the referring staff member for his/her assessment of the effectiveness of the plan.~~
  4. ~~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 disability, the pupil shall be referred to the CST.~~
- E. ~~Records and Reports~~
1. ~~All pupil records reviewed in the operation of the IRT are confidential and subject to the protections of Policy No. 8330.~~
  2. ~~A record shall be kept of all referrals to the IRT, all pupil assistance plans, and the disposition of each.~~



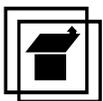
## R 2417 STUDENT PUPIL INTERVENTION AND REFERRAL SERVICES

### A. Establishment of Intervention and Referral Services

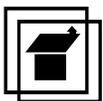
1. The Superintendent of Schools will establish and implement in **each school building in which general education students are served**, ~~district-wide procedures for each school building in which general education pupils are served for the~~ **a coordinated system for planning and delivery of delivering** intervention and referral services ~~that are~~ designed to assist **students** ~~pupils~~ who are experiencing **learning, behavior, or health** difficulties, and to assist staff who have difficulties in addressing **students'** ~~pupils'~~ learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 **and 6A:16-8.2**.

### B. Functions of Intervention and Referral Services

1. ~~The Each-Building~~ Principal **in each school building in which general education students are served** will establish an Intervention and Referral Services (**I&RS**) Team referred to as the \_\_\_\_\_ (**name of I&RS team**). The **I&RS Team** \_\_\_\_\_ (**name of I&RS team**) will be comprised of the following:
  - a1. The Principal or a member of the teaching staff other than **a special education teaching staff member**, who is appointed by the Principal to act on his/her behalf and with his/her authority, shall act as chairperson;
  - b2. A member of the Child Study Team (CST) **or an educational services staff member**;
  - c3. The staff member who referred **the student** ~~a pupil~~ in need of assistance or identified a school issue for discussion; and
  - d4. Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular **student pupil**.



25. The district will provide support, guidance, and professional development to school staff **members** who participate in each **school's building's** system for planning and providing intervention and referral services.
- C. **Student Pupil Referral**
1. A **student pupil** not known to have a disability who is experiencing **learning, behavior, or health difficulties** ~~difficulty in the classroom~~ **shall** ~~may~~ be referred to the **I&RS Team** \_\_\_\_\_ (**name of I&RS team**). **This referral may be made by any school staff member** ~~the classroom teacher~~ or by **the student's parent** ~~his/her parent(s) or legal guardian(s)~~. The **student's pupil's** ~~parent(s) or legal guardian(s)~~ shall be informed of any such referral.
    - a. The district will provide support, guidance, and professional development to school staff **members on identifying** ~~who identify~~ **student** learning, behavior, and health difficulties.
  2. When it appears that a referred **student pupil** may have a disability, the **I&RS Team** \_\_\_\_\_ (**name of I&RS team**) shall refer the **student pupil** to the CST for evaluation pursuant to Policy No. 2460 for a determination of the **student's pupil's** eligibility for special education and/or related services.
  3. The **I&RS Team** \_\_\_\_\_ (**name of I&RS team**) shall consult with the **student's pupil's** regular classroom teacher(s), parent(s) or legal guardian(s), and any school **staff member** employee as appropriate to **identify and collect information on the learning, behavior, and health difficulties of the student** ~~gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct.~~
  4. The school nurse **may be requested to** ~~shall~~ review the **student's pupil's** health records and inform the **Principal** ~~committee~~ of any **health** condition relevant to the ~~pupil's~~ **student's** difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult **student pupil** or the **student's pupil's** parent(s) or legal guardian(s).



5. As appropriate, the **I&RS Team** \_\_\_\_\_ (~~name of I&RS team~~) may consult with community-based social and health agencies that provide services to the **student pupil** or the **student's pupil's** family.
  6. **The I&RS Team shall determine if the student's learning, behavior, and/or health difficulties may be helped with a written action plan.**
- D. Intervention and Referral **Services** Action Plans
1. The **I&RS Team** \_\_\_\_\_ (~~name of I&RS team~~) shall **develop** ~~prepare~~ **and implement** a written action plan for referred **students pupils** that **provide for appropriate school or community interventions or referrals to school and community resources, based on collected data and desired outcomes for the identified learning, behavior, or health difficulties 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.~~
  2. The intervention and referral services action plan shall:
    - a. Detail any modifications in the **student's pupil's** educational program **which will include, but not be limited to, support and guidance to the student's teacher(s);**
    - b. List the persons who will implement the action plan;;
    - c. Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies;;
    - d. Document parental notification of the **student's 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 an alcohol or drug related matter;;



- e. ~~Involve t~~**Involve t**he student's parent(s) or legal guardian(s) shall be actively ~~involved~~ in the development and implementation of any intervention and referral services action plans **by being offered an opportunity to provide input in the development and implementation of the action plan;** ~~and~~
  - f. Identify the **I&RS Team** ~~committee~~ member(s) who will ~~to~~ **coordinate the access to and delivery of school resources and services for achieving outcomes identified in the intervention and referral services action plan** ~~monitor and review the pupil's progress;~~ **and**
  - g. **Identify the I&RS Team member(s) who will coordinate the services of community-based social and health provider agencies and other community resources for achieving outcomes identified in the intervention and referral services action plan.**
3. The implementation and effectiveness of ~~each~~ the intervention and referral services action plan shall be reviewed **by the I&RS Team** within eight calendar weeks from the beginning of its implementation. The **I&RS Team** ~~committee~~ shall consult the referring school staff member **and any other school staff members** ~~for his/her assessment of~~ **to assess** the effectiveness of the plan.
    - a4. If the ~~implementation of the action plan is determined to be ineffective,~~ **not achieving the identified outcomes,** the plan shall be **modified to achieve the outcomes, as appropriate** ~~reviewed and amended as necessary.~~ If the review indicates **the student may have a disability,** the ~~student pupil~~ shall be referred to the CST.
  4. **The I&RS Team may review any intervention and referral services action plan throughout the school year. However, at a minimum, the I&RS Team shall annually review all intervention and referral services action plans and the actions taken as a result of the school building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.**



E. ~~Records and~~ **Annual Reports**

- ~~1. Records of all requests for assistance, intervention and referral services action plans, and related pupil information shall be maintained in accordance with Federal and State laws, pursuant to N.J.A.C. 6A:16-8.2(a)9.~~
12. At the end of the school year, the Principal shall, in consultation with the **I&RS Team** \_\_\_\_\_ (~~name of I&RS team~~), develop a report on the concerns and ~~issues~~ **problems** identified by the ~~through I&RS Team committee discussions and the effectiveness of the services provided in achieving the outcomes identified~~ **documented** in the intervention and referral services action plans. The report shall **also** include:
  - a. A description of the needs and issues identified through referrals to the **I&RS Team committee**;
  - b. An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year;
  - c. A description of activities planned in response to the needs and issues significant in school planning; and
  - d. **Any other information the Principal or the I&RS Team determine would be beneficial to improving the school's system for planning and delivering intervention and referral services designed to assist students.**
- 2d. The Principal's report shall be **provided** ~~given~~ to the **Superintendent of Schools Board of Education** and kept on file as a public record.

Adopted: 15 January 2013

Revised:

