

Regulation

INTERVENTION AND REFERRAL SERVICES FOR GENERAL EDUCATION STUDENTS

The chief school administrator will establish, review and implement district-wide procedures for each school building in which general education students are served for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing difficulties and to assist staff who have difficulties in addressing students' learning, behavior, or health needs.

Each building principal will establish an Intervention and Referral Services Team (IRST). The IRST will be comprised of the following:

- A. The principal and a member of the teaching staff who is appointed by the principal to act on his/her behalf and with his/her authority, shall act as chairperson;
- B. A member of the child study team (CST);
- C. The staff member who referred a student in need of assistance or identified a school issue for discussion;
- D. Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular student.

The district will provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services.

Student Referral

- A. A student not known to have a disability who is experiencing difficulty in the classroom may be referred to the IRST by any school personnel or by his/her parents/guardians. The student's parents/guardians shall be informed of any such referral;
- B. The district will provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;
- C. When it appears that a referred student may have a disability, the IRST shall refer the student to the CST for evaluation for a determination of the student's eligibility for special education and/or related services;
- D. A member of the IRST shall consult with the student's regular classroom teacher, parents/guardians, and any school employee as appropriate to gather relevant information regarding the student's educational status, attendance, classroom behavior, and school conduct;
- E. The school nurse shall review the student's health records and inform the committee of any condition relevant to the student's difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the student's parents/guardians;
- F. As appropriate, an IRST member may consult with community-based social and health agencies that provide services to the student or the student's family.

Intervention and Referral Action Plans

- A. The IRST shall prepare a written action plan for referred students 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;

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B. The intervention and referral services action plan shall:

1. Detail any modifications in the student's educational program;
2. List the persons who will implement the action plan;
3. Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies;
4. Document parent/guardian notifications and any change in educational placement or the withholding of parent/guardian notification because child abuse was suspected or Federal rules mandated confidentiality in an alcohol or drug related matter;
5. Involve parents/guardians actively in the development and implementation of any intervention and referral services action plans;
6. Identify the I&RS team members to coordinate the access to and delivery of school resources and services for achieving outcomes identified in the intervention and referral services action plan;
7. Identify the I&RS team members to coordinate 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.

C. The implementation and effectiveness of the intervention and referral services action plan shall be reviewed within eight calendar weeks from the beginning of its implementation. An IRST member shall consult the referring staff member for his/her assessment of the effectiveness of the plan;

D. If the implementation of the action plan is determined to be ineffective, the plan shall be reviewed and amended as necessary. If the review indicates a disability, the student shall be referred to the CST;

E. 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

Records and Reports

Records of all requests for assistance, intervention and referral services action plans, and related student information shall be maintained in accordance with federal and State laws, policy 5125 Student Records.

At the end of the school year, the principal shall, in consultation with the IRST, develop a report on the concerns and problems identified through committee discussions and documented in intervention and referral services action plans. The report shall include:

- A. A description of the needs and issues identified through referrals to the 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;
- D. Any other information the principal or the IRST determines would be beneficial to improving the school's system for planning and delivering intervention and referral services designed to assist students.

The principal's report shall be given to the board and kept on file as a public record.

Adopted:

Revised:

NJSBA Review/Update: April 2025

Readopted: