

## WHAT ARE THE COMMITTEES' RESPONSIBILITIES?

- Provide general academic and behavioral interventions
- At a minimum, annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services and make recommendations to the principal for improving school programs and services, as appropriate. [N.J.A.C. 6A:16-8.2(a)1]
- Assist students with substance abuse concerns

## WHAT ROLES DO PARENTS PLAY?

- Parents may refer their son or daughter to the I &RS committee.
- Parents are contacted so that they may take part in designing and implementing the service plan.



## MISSION STATEMENT

To provide support to all staff and general education students in addressing learning, behavioral, and/or health needs.

## I&RS COMMITTEE MEMBERS

- Referring Staff Person
- Committee Chairperson
- Case Coordinator
- General Education Teacher
- Student Support Members – (e.g. school nurse, school social worker, speech therapist, SAC coordinator, community-based resource person, etc.) are invited based on needs of the referring staff person and student.

**For further information please contact your child's school and speak with the Building Principal.**

# West New York School District

## INTERVENTION & REFERRAL SERVICES



N.J.A.C. 6A:16 Subchapter 8  
and  
N.J.A.C. 6A:14-3.3

## WHAT ARE INFORMATION & REFERRAL SERVICES (I&RS)?

The philosophy of the I&RS committee is to work collaboratively with the educational staff to assist students who are experiencing learning, behavioral, or health difficulties and to assist staff who have difficulties in addressing the students' learning, behavior, or health needs. [N.J.A.C. 6A:16-8.1] The I&RS committee may consist of the following specially trained members of the staff:

- Teachers;
- A Child Study Team member;
- A nurse;
- A guidance counselor;
- The Student Assistant Coordinator; and
- A building administrator
- Community members (for aiding in the development and implementation

\* When a teacher refers a student, he/she will be asked to become a member for that particular case.

## HOW DOES THE REFERRAL PROCESS WORK?

After a teacher has attempted to manage the problem by contacting the parent and enlisting the help of the student's guidance counselor, the teacher shall seek the assistance of the I&RS committee by completing an initial referral form. Upon receipt of the form

the committee will take the following steps:

1. An I&RS committee member will gather information on grades, history, previous interventions, etc.
2. The parent will be contacted for additional information and will be invited to become part of the process.
3. The referring teacher becomes an active participant of the I&RS committee for the case referred.
4. The I&RS committee meets with the parent and student to create a service plan which provides for appropriate school or community interventions or referral(s) to school and/or community resources to achieve desired outcomes. The I&RS committee also provides support, guidance, and professional development to the school staff person who identified and referred the student.
5. The staff of the general education program shall maintain written documentation, including data setting forth the type of interventions utilized, the frequency, and duration of each intervention and the effectiveness of each intervention. [N.J.A.C. 6A-14-3.3(c)]
6. The I & RS committee will monitor the case.

🚩 Please note that interventions in the general education setting shall be provided to students exhibiting academic difficulties and shall be utilized, as appropriate, prior to referring a student for an evaluation of eligibility for special education and related services. [N.J.A.C. 6A-14-3.3(b)] A direct referral to the child study team may be made when it can be documented that the nature of the student's educational problem(s) is such that evaluation to determine eligibility for special education services is warranted without delay [N.J.A.C. 6A-14-3.3(d)]; The parent may make a written request for an evaluation to determine eligibility for services under this chapter. Such a request be considered a referral and shall be forwarded without delay to the child study team for consideration. [N.J.A.C. 6A-14-3.3(d)1]...The team may also determine that an evaluation is not warranted and, if so, determine other appropriate actions. [N.J.A.C. 6A-14-3.3(e)]

