

Waterford Township Intervention & Referral Services (I&RS)

Revised 2018

Intervention and Referral Services

N.J.C. 6A:16-8

District boards of education shall establish and implement a coordinated system in 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 learning, behavior or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior or health needs. District boards of education shall choose the appropriate multidisciplinary team approach for planning and delivering the services required under this subchapter.

What is the Purpose of I&RS?

1. Assist a struggling student in improving educational outcomes
2. Identify interventions to assist teacher with meeting student's needs
3. Monitor success of student interventions
4. May determine if a child needs additional services

I&RS Participants

1. Team Leader
2. Case Coordinator
3. Record Keeper
4. Time Keeper
5. Principal
6. Special Service Staff (as needed): CST, Guidance, Nurse, Coaches, etc.
7. Parent, Community Agency

WES I&RS Members

Team Leader:

TBD

Team Members:

Heather DeNafo

Trish Chance

Idalis Kizee

Additional Staff as Needed:

Candace Michelini- Instructional Coach

School Counselor

CST Member

O.T.

P. T.

Speech

Atco I&RS Members

— — —

Team Leader:

Meredith Vitarelli

Team Members:

Nancy Harbold

Shannon Vitagliano

Jackie McGovern

Additional Staff as needed:

Ashley Power- RTI/Literacy Coach

Christine Manna- Math Coach

School Counselor

CST Member

O.T.

P. T.

Speech

TR I&RS Members

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Team Leader:

Alexandra Handzus

Team Members:

Megan Scotti

James Moore

Additional Staff as needed:

Ashley Power- RTI/Literacy Coach

Christine Manna- Math Coach

Gabby Halwell

CST Member

O.T.

P. T.

Speech

What I&RS Is NOT!!

A “hoop to jump through”



**An I&RS Meeting
is **NOT** necessary for:**

1. Special education referral
2. Basic skills referral
3. CYA



Why should I refer a student?

- Student exhibits specific observable, school-based behaviors
- Attempted several interventions and the student is still experiencing learning difficulties
- Possible retention

I&RS is meant to support the teacher with supporting the student

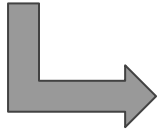
Examples of Observable Behaviors:

- ★ Failing grades
- ★ Cheating
- ★ Not completing assignments
- ★ Falling asleep in class
- ★ Chronic absenteeism
- ★ Poor participation
- ★ Erratic behavior
- ★ Defiance of authority
- ★ Bullying behaviors
- ★ Poor personal appearance and hygiene
- ★ Anything out of the ordinary for that student



I&RS Resource Folders

I&RS Protocols and Forms 2016-2017



Teacher Toolkit Folder

For team members:

Team Resource Folder

I&RS Steps

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- 1. Contact your building Instructional Coach in order to brainstorm interventions prior to initial referral. [Click here to complete an I&RS Coaching Support form.](#)**
2. The teacher will fill out the *Initial Request for Assistance Form* along with the *Prior Interventions Checklist* and give to the I&RS coordinator.
- 3. The I&RS coordinator establishes a time for an initial meeting and teacher interview before *Referral Packet* is filled out.**

4. The team leader will meet with the teacher to determine if the case is eligible for I&RS. If it is accepted, the teacher will then fill out the *I&RS Referral Packet*. Once the meeting date and time is established, the teacher will send home *The Parent Letter and Parent Questionnaire* to be filled out and returned to school. The team leader will then distribute paperwork to team members and other staff members who will be present at the meeting. The secretary contacts parents to inform them of the time and date of meeting.

5. A case coordinator will be assigned to the student.

Continued.....

6) At the meeting, the teacher will select one specific area of concern, and implement 1-3 interventions over the next several weeks. During this time, the case coordinator will meet with the teacher weekly to check that interventions are being implemented and documentation is collected. The case coordinator and the teacher can modify the plan as needed.

7) The case coordinator will then decide whether a follow-up meeting is needed. If so, a meeting will be scheduled and documentation of the provided interventions will need to be presented at the meeting.

I&RS Referral Timeline

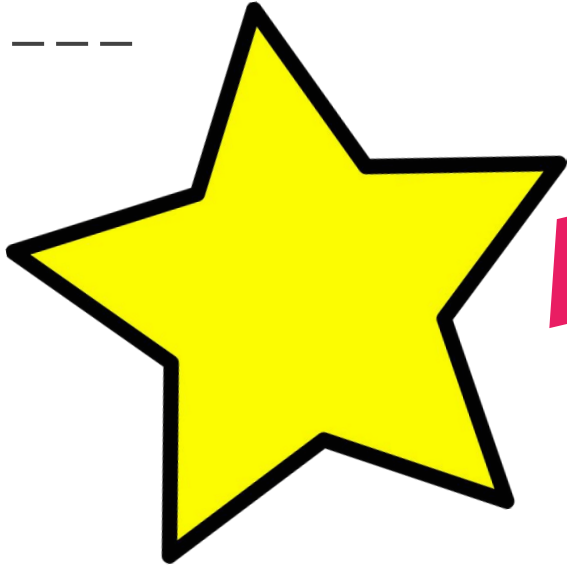
- 4 weeks prior to the I&RS meeting, contact the Team Leader
- 2 weeks prior to the meeting, have the paperwork completed and submitted

****In order to be placed on the I&RS schedule, paperwork and documentation must be submitted to the I&RS team at least 2 weeks prior to the scheduled meeting date. This is to ensure the fidelity of the I&RS process.****

Meeting Format

Tasks	Minutes
Summarize the Problem -Review the problem -Review prior interventions **Case Coordinator	3-4
Negotiate a SMART Objective -Measurable and behavioral	2-3
Brainstorm Solutions	6-8
Clarify and Refine Suggestions	6-7
Select Solutions and Recommendations -Requesting person -Team members -Other school and community resources	6-8
Develop an Action Plan -Include support for implementors, evaluative criteria, and parent follow-up	7-10

The Result...



An Amazing Action Plan!

*Take action by putting the plan in place.

***DATA, DATA, DATA!**

*Need help? Speak with your Case Coordinator.