

## **Regulation**

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### INTERVENTION AND REFERRAL SERVICES FOR GENERAL EDUCATION PUPILS

A student identified as having potential learning or adjustment problems manifested in academic difficulties and/or inappropriate social or emotional behavior, who is considered to require services beyond those available within the regular classroom can be considered as a possible candidate for referral to the Child Study Team for an evaluation. Please note that short-term counseling may be implemented without a Child Study Team evaluation. All forms are available from the Department of Special Services.

The following steps should be taken with any child you are considering referring to the Team for an evaluation:

- A. Parents must be contacted and a conference should be held between parent(s) and teacher(s) to discuss the difficulties the child is having in school. All intervention techniques used with the youngster should be discussed with the parent and records should be kept of the interventions and the meetings. Note: A direct referral to the Child Study Team should be made at this time if it can be documented that the nature of the student's educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay. If not, steps 2-6 should be followed.
- B. A meeting should be arranged with the building Principal to discuss the Child's progress and to develop recommendations jointly.
- C. If the problems have not been resolved as a result of 1 & 2, an Intervention & Referral Services Meeting (I&RS) will be scheduled, after a reasonable amount of time has been allowed to discuss the child's learning and/or emotional difficulties. The Intervention & Referral Service Committee will consist of, but not limited to, the Principal, referring classroom teacher, and at least one member of the Child Study Team. The parent(s) will also be invited to the second meeting (An I&RS referral will need to be completed by the classroom teacher prior to the meeting).
- D. The Teacher(s) will incorporate any suggestions made by the I&RS team into the child's program for at least six weeks. The rules and regulations governing regular education require that documentation be maintained describing all interventions, duration and outcome(s). This documentation must be shared with the parent.
- E. A follow-up conference should be held to re-evaluate the child's progress. The classroom teacher should bring to this meeting documentation of the progress and the extent to which modifications and accommodations have been effective. If the child is continuing to demonstrate significant academic and/or emotional difficulties in spite of the consistent classroom modifications and accommodations, then at that time the Child Study Team, classroom teacher, Principal and parent(s) will discuss a Child Study Team referral. The Child Study Team referral must be accompanied by the Intervention Record
- F. Teacher completes "Request for Child Study Team Services" form and submits it to the Principal.

Any questions regarding this identification and referral procedure should be directed to the Child Study Team at Joyce Kilmer School (732) 214-2365.