

# Milltown Public Schools

## Intervention and Referral Services (I&RS) Team

### **MISSION STATEMENT**

*To ascertain the learning, behavior, or health difficulties of students and provide appropriate, tiered interventions to promote student success*

### **I&RS Team Members Roles and Responsibilities**

#### **Administrator**

The building administrator will confer with the teacher regarding the initial referral form, provide the I&RS folder, and make a recommendation to the team coordinator as to whether an I&RS meeting is to be scheduled. The administrator may make several recommendations in conference with the teacher prior to recommending an I&RS meeting.

#### **I&RS Coordinator**

The team coordinator will keep a record of student referral forms both electronically and hard copies stored in a locking file cabinet, set meeting dates, and distribute the Action Plan to team members, appropriate teaching staff, and parents. The coordinator will lead the discussion and record strengths, weaknesses, history taken from teachers and parents, and suggested interventions as discussed during I&RS meetings. The coordinator will distribute data collection forms to the monitors of the Action Plan, as necessary, to assist in gathering data to measure the success of interventions. Initial problem-solving meetings will be scheduled in 2-4 weeks; follow-up meetings in 4-6 weeks. The I&RS coordinator will conduct the parent interview prior to the initial meeting. The I&RS coordinator will follow-up with the referring teacher regarding progress and success of interventions outlined in the Action Plan and make suggestions for modifications during the intervention period.

#### **I&RS Team Members**

At the discretion of the Building Principal, teachers will be appointed as members of the I&RS team. I&RS team members will contribute to developing the student profile, identifying areas of strength and weakness, and proposing interventions. Team members will follow-up with the Recommending Teacher after Action Plan development to ensure implementation.

#### **Recommending Teacher**

The teacher will document Tier I interventions on the student's classroom I&RS folder. The referring teacher will complete the appropriate I&RS forms and review concerns with the building administrator. The teacher will implement recommendations from the administrator and the team as stated in the I&RS Action Plan or generated from conferences with the administrator. The teacher will bring student work as examples of areas of concern. The teacher will keep a data sheet documenting the consistency of each intervention to measure its success, and seek help from other team members if modifications are warranted. The recommending teacher will attend any initial and

follow-up meetings where the student is on the agenda. The Recommending Teacher or Team Member will follow-up with the parent as necessary after the Action Plan is put into effect.

**Child Study Team (CST) Member**

The I&RS Coordinator will supply the meeting dates to the Director of Special Services. The Director of Special Services will assign a member of the CST to attend meetings according to a student's area of concern. The CST member will assist the coordinator with case review and intervention history. The CST member will observe the student to develop a better student profile for intervention recommendations. The CST member will follow-up with teachers on any areas of the Action Plan assigned to them.

**Support Teacher**

The support teacher will provide student work as examples of concerns. The support teacher will implement recommendations stated in the I&RS Action Plan and keep a data sheet documenting the consistency of each intervention to measure their success.