

INTERVENTION AND REFERRAL SERVICES

The district IRSC has set up the following process for the referral of a student. Unless otherwise stated, there are no time requirements for the referral process. Each case/individual should be treated individually.

Pre Referral Process

1. Any teacher/counselor who believes that a student would benefit from a IRS referral shall request a Pre-IRS Referral Form (A) from the IRSC chairperson.
2. The referring teacher/counselor shall complete the Pre-Referral Form, filling in all areas of weakness/concern and listing all interventions that have been used. The results of those interventions should also be listed.
3. The form shall be turned over to the IRSC chairperson. This person shall review the form and determine the next step. This determination shall be based upon the type of interventions used by the referring teacher (if any), the outcome, and the amount of time that has passed.
4. If the IRSC chairperson returns the referral to the teacher, the referring teacher shall be asked to try additional interventions (after school help, parent contacts, ...) or wait an additional period of time. If the referral is accepted, the chairperson or his/her designee shall contact the other teachers of the student and ask for additional information from them using form B. The referring teacher will be asked to complete the referral process by completing the IRSC Referral Form (C), as well as, provide the additional information which is listed on this form.

IRSC Process

1. The IRSC chairperson shall collect all information and establish a meeting for the IRS team. The parent shall be informed of the meeting and invited to attend (D). The purpose of the meeting will be to establish an Action Plan. (form G)
2. The Action Plan shall be sent to all involved parties - parent(s)/guardians of the student, teachers, and counselors. A cover letter (Y) should accompany the plan. The Action Plan should be signed by the parent.
3. All teachers shall keep records during the intervention time period. All actions and the results of those actions should be stated. Other details should also be stated - test results, homework, does the student come for extra help?
4. The intervention period should last several weeks and then a Follow-Up form (I) shall be given to the teachers. The progress of the student shall be evaluated by the IRS Committee.
5. The parent shall be contacted and informed of the progress of the student (J).
6. The need for another IRSC meeting shall be determined by the status/progress of the student.

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Outcomes

1. Refer to the Child Study Team - all existing forms (copies) should be sent to the CST, as well as, the Request for Child Study Team Evaluation (Z) form. Additional materials listed on this form should also be sent.
2. Stop all interventions, they are no longer necessary .
3. Continue current interventions for both of these cases the students progress should be reviewed after a designated period of time. Form I should be used to provide the information, as well as, report cards and progress reports. The evaluation process shall repeat itself at this point using the same steps - 4, 5, 6 - as above.
4. The Interventions have not been successful and a new meeting is planned.
The process should repeat itself from step one.

Closure

A final meeting should be held at the end of the school year to review all students who were referred to the IRSC.

A file on the student should be maintained while the child is at the school.

The referral process does not continue the following year, however, the referred student should be evaluated at the end of the marking period.

Adopted: June 14, 2004