

R 2417 PUPIL INTERVENTION AND REFERRAL SERVICES

- A. The Superintendent of Schools will establish and implement district-wide procedures for each school building in which general education pupils are served for the planning and delivery of intervention and referral services that are designed to assist pupils who are experiencing difficulties and to assist staff who have difficulties in addressing pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1.
  
- B. Each Building Principal will establish an Intervention and Referral Services Team referred to as the PAC Team. The PAC Team will be comprised of the following:
  - 1. The Principal or a member of the teaching staff other than special education, who is appointed by the Principal to act on his/her behalf and with his/her authority, shall act as chairperson;
  - 2. A member of the Child Study Team (CST);
  - 3. The staff member who referred a pupil in need of assistance or identified a school issue for discussion; and
  - 4. Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular pupil.
  - 5. The district will provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services.
  
- C. Pupil Referral
  - 1. A pupil not known to have a disability who is experiencing difficulty in the classroom may be referred to the PAC Team by the classroom teacher or by his/her parent(s) or legal guardian(s). The pupil's parent(s) or legal guardian(s) shall be informed of any such referral.
    - a. The district will provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties.

2. When it appears that a referred pupil may have a disability, the PAC Team shall refer the pupil to the CST for evaluation pursuant to Policy No. 2460 for a determination of the pupil's eligibility for special education and/or related services.
  3. The PAC Team shall consult with the pupil's regular classroom teacher, parent(s) or legal guardian(s), and any school employee as appropriate to gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct.
  4. The school nurse shall review the pupil's health records and inform the committee of any condition relevant to the pupil's difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult pupil or the pupil's parent(s) or legal guardian(s).
  5. As appropriate, the PAC Team may consult with community-based social and health agencies that provide services to the pupil or the pupil's family.
- D. Intervention and Referral Action Plans
1. The PAC Team shall prepare a written action plan for referred pupils who require supportive services, modifications to their regular educational program, or assessment and referral to school or community-based social and/or health provider agencies.
  2. The intervention and referral services action plan shall:
    - a. Detail any modifications in the pupil's educational program,
    - b. List the persons who will implement the action plan,
    - c. Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies,
    - d. Document parental notification of the pupil's referral and any change in educational placement or the withholding of parental notification because child abuse was suspected or federal rules mandated confidentiality in an alcohol or drug related matter,

- e. The parent(s) or legal guardian(s) shall be actively involved in the development and implementation of any intervention and referral services action plans, and
  - f. Identify the committee member to monitor and review the pupil's progress.
3. The implementation and effectiveness of the intervention and referral services action plan shall be reviewed within eight calendar weeks from the beginning of its implementation. The committee shall consult the referring staff member for his/her assessment of the effectiveness of the plan.
  4. If the implementation of the action plan is determined to be ineffective, the plan shall be reviewed and amended as necessary. If the review indicates a disability, the pupil shall be referred to the CST.
- E. Records and Reports
1. Records of all requests for assistance, intervention and referral services action plans, and related pupil information shall be maintained in accordance with federal and State laws pursuant to N.J.A.C. 6A:16-8.2(a)9.
  2. At the end of the school year, the Principal shall, in consultation with the PAC Team, develop a report on the concerns and problems identified through committee discussions and documented in intervention and referral services action plans. The report shall include:
    - a. A description of the needs and issues identified through referrals to the committee,
    - b. An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year,
    - c. A description of activities planned in response to the needs and issues significant in school planning, and
    - d. The Principal's report shall be given to the Board of Education and kept on file as a public record.