

## REGULATION #2417 PUPIL INTERVENTION AND REFERRAL SERVICES

A. The Superintendent of Schools will establish and implement district wide procedures for each school building to provide for the delivery of intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been determined to be in need of special education programs and services. The Board of Education will provide support, guidance, and professional development to school staff who identify and refer pupils; and to school staff who participate in planning and providing intervention and referral services.

### Recommended Procedure

B. Each building principal will establish a pupil assistance committee. The committee membership 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 in his or her stead and with his or her authority, shall act as chairperson;
2. A member of the Child Study Team;
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.

### C. Pupil referral

1. A pupil not known to have an educational disability who is experiencing difficulty in the classroom may be referred to the pupil assistance committee by the classroom teacher or by his or her parent or legal guardian. The pupil's parent or legal guardian shall be informed of any such referral.
2. When it appears that a referred pupil may have an educational disability, the pupil assistance committee shall refer the pupil to the child study team for evaluation pursuant to Policy No. 2460 for a determination of the pupil's eligibility for special education and/or related services.
3. The pupil assistance committee shall consult with the pupil's regular classroom teacher, parent or legal guardian, 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, with that 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 or legal guardian.

5. As appropriate, the committee may consult with community-based social and health agencies that provide services to the pupil or the pupil's family.

D. Pupil assistance plans

1. The pupil assistance committee shall prepare a written 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 pupil assistance plan shall:

a. Detail any modifications in the pupil's educational program;

b. List the persons who will implement the 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 or legal guardian shall be actively involved in the development and implementation of any intervention and/or referral plans; and

f. Identify the committee member to monitor and review the pupil's progress.

3. The implementation and effectiveness of the pupil assistance plan shall be reviewed within eight calendar weeks from the beginning of its implementation. The committee shall consult the referring staff member for his or her assessment of the effectiveness of the plan.

4. If the implementation of the plan is judged to be ineffective, the plan shall be reviewed and amended as necessary. If the review indicates an educational disability, the pupil shall be referred to the child study team.

E. Records and reports

1. All pupil records reviewed in the operation of the pupil assistance committee are confidential and subject to the protections of Policy No. 8330.

2. A record shall be kept of all referrals to the pupil assistance committee, all pupil assistance plans, and the disposition of each.
3. At the end of the school year, the principal shall, in consultation with the pupil assistance committee, develop a report on the concerns and problems identified through committee discussions and documented in assistance 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; and
  - c. A description of activities planned in response to the needs and issues significant in school planning.
  - d. The principal's report shall be given to the Board of Education and kept on file as a public record.

N.J.A.C. 6:26-2.1 et seq.

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