

Cliffside Park School District



Intervention & Referral Services Procedural Manual

CLIFFSIDE PARK BOARD OF EDUCATION

MICHAEL J. ROMAGNINO, SUPERINTENDENT OF SCHOOLS

LOUIS ALFANO, BUSINESS ADMINISTRATOR/BOARD SECRETARY

MICHAEL RUSSO, PRESIDENT

DR. LETIZIA PANTOLIANO, VICE PRESIDENT

JUDITH ABREU JOSEPH CAPANO

LISA FRATO MARCOS GARCIGA

KLEIDON NDREU JAMES SHELLEY

TEDDY F. TARABOKIJA

FAIRVIEW REPRESENTATIVE: BRYAN YANNUZZI

DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENT: DONNA CALABRESE

DIRECTOR OF SPECIAL SERVICES: SHARLENE PINTO

I&RS COORDINATORS:

**HS: LORI LEVINE &
MARISSA ROMANO**

**#5: JACKIE AMAYA
#4: JEN MACRAE &
KATHERINE THOMA**

**MS: JESSICA CASTILLO
#6: KATHY BURNS**

**#3: KATIE LoROCCO &
ELIZABETH LEIGHTON**

CASE MANAGERS:

**HS: MARY BELLOBUONO,
CHRISTINE SPOTO, &
TAMIRA WIENER**

**#5: TATIANA DRAGONE,
ANNE MARIE WAGNER, &
LUCY KOUNAKIS**

MS: JANEL DABAL

#4: SERGIO SPINA & LUCY KOUNAKIS

#6: JAMIE WOYCE

**#3: SHALIM MENA &
TATIANA DRAGONE**

PRINCIPALS

SCHOOL THREE: BARBARA BRACCO

SCHOOL FOUR: JACLYN ROUSSOS

SCHOOL FIVE: DANA MARTINOTTI

SCHOOL SIX: ROBERT BARGNA

MIDDLE SCHOOL: MARK RINDFUSS

HIGH SCHOOL: LAWRENCE C. PINTO

Table of Contents

	Page
Table of Contents.....	1
Mission Statement.....	2
Section I.....	3
New Jersey Administrative Code.....	4-5
Intervention and Referral Services Procedures.....	6-7
Participants in the I&RS Process.....	8-9
Section II.....	10
Suggested Academic Interventions for Teachers.....	11-16
Suggested Personal and Social Behavior Strategies.....	17-21
Section III..... I&RS FORMS	22
Step 1 - Initial Request for Assistance Form.....	23-35
Step 1 - Special Subject Teacher Feedback Form.....	32
Step 1 - School Nurse/Health Form.....	33-35
Step 2 I&RS Action Plan Sample Form.....	36-37
Step 2 I&RS Action Plan Blank Form	38-39

Mission Statement

The Intervention and Referral Services (I&RS) Team is a building based team of administrative and instructional school staff and parents committed to supporting students who are at risk in the general education population. The I&RS Team assists school staff by providing strategies and interventions to resolve an array of academic and behavioral problems in the general education setting. The I&RS Team process provides students with an opportunity to be successful in the overall school environment.

The I&RS Team process is not an automatic precursor to a Child Study Team evaluation. It represents a separate and distinct team effort to provide help via classroom activities. However, some students may be referred to the Child Study Team for an evaluation after an I&RS team intervention is unsuccessful.

SECTION I

New Jersey Administrative Code N.J.A.C. 6A:16-8.

Intervention and Referral Services Procedures

Participants in the I&RS Process

New Jersey Administrative Code

N.J.A.C. 6A:16-8.1-2

IMPORTANT ANNOUNCEMENT: In February 2014, the New Jersey State Board of Education readopted N.J.A.C. 6A:16, with amendment to the regulations at N.J.A.C. 6A:16-8 that establish intervention and referral services (I&RS) and outline the functions of this system in each school building.. The current regulations can be accessed at <http://www.state.nj.us/education/code/current/title6a/chap16.pdf>.

6A:16-8.1 Establishment of intervention and referral services

(a) District boards of education shall establish and implement a coordinated system in each school building in which general education students are served for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior or health needs. District boards of education shall choose the appropriate multidisciplinary team approach for planning and delivering the services required under this subchapter.

1. The intervention and referral services shall be provided to aid students in the general education program; and

2. The intervention and referral services, pursuant to N.J.S.A. 18A:46-18.1 et seq. and this subchapter, may be provided for students who have been determined to be in need of special education programs and services. The intervention and referral services provided for students who have been determined to be in need of special education programs and services shall be coordinated with the student's Individualized Education Program team, as appropriate.

3. Child study team members and, to the extent appropriate, specialists in the area of disability may participate on intervention and referral services teams, pursuant to N.J.A.C. 6A:14-3.1(d)6

6A:16-8.2 Functions of intervention and referral services

(a) The functions of the system of intervention and referral services in each school building shall be to:

1. Identify learning, behavior and health difficulties of students;

2. Collect thorough information on the identified learning, behavior and health difficulties;

3. Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the

collected data and desired outcomes for the identified learning, behavior and health difficulties;

4. Provide support, guidance, and professional development to school staff who identify learning, behavior and health difficulties;

5. Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;

6. Actively involve parents or guardians in the development and implementation of intervention and referral services action plans;

7. Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;

8. Coordinate the services of community-based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;

9. Maintain records of all requests for assistance and all intervention and referral services action plans and all related student information, according to the requirements of 20 U.S.C. § 1232 and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6A:32-7, Student Records; 45 CFR §160, Health Insurance Portability and Accountability Act, 20 U.S.C. § 6301, Title IV (A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; A.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling, information from participants, disclosure; N.J.A.C. 6A: 16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records; Maintenance and Retention, Security and Access; Regulations; NonLiability; N.J.A.C. 6A:14-2.9, Student records; as well as other existing Federal and State laws pertaining to student records and confidentiality.

10. Review and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; and

11. At a minimum, annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services and make recommendations to the principal for improving school programs and services.

Intervention and Referral Services Procedures

PRIOR TO I&RS PROCESS

Prior to referring and starting the I&RS process, you must collect, document and manage best practices and interventions for a minimum of three weeks to six weeks. At least three weeks is best practice but not mandatory for all cases. The following must be documented in order to proceed:

- DURING THIS PERIOD, YOU ARE COLLECTING..
 - Academic (Samples of students work, test scores, etc.)
 - Behavioral/Social Emotional concerns
 - Interventions that you have implemented for the 3-6 week period and data collected on these interventions **(If little or no progress move to step 1)**
 - Communication with parents; log of emails, phone calls or conferences that you discussed your concerns

Step 1: INITIAL REQUEST FOR ASSISTANCE FORM.

- When the form is complete and all necessary copies of data that are required are gathered, put a copy of the form & data in the principal's mailbox. Email the school principal and cc the school I&RS coordinator that you are requesting a meeting
- If all paperwork is submitted, a meeting will be scheduled
- If paperwork is missing documents, you will be notified
- If you have questions, please ask the I&RS coordinator or school principal

Step 2: DEVELOP THE FORMAL ACTION PLAN AT THE I&RS MEETING

The I&RS Team, in conjunction with the family, develops an action plan to assist the student. The action plan should be completed at the meeting and is a tool to be used by teachers in assisting the student with interventions. The action plan should consist of strategies for the teacher to use in the classroom but can also include outside assistance.

- An I&RS team member is assigned to monitor the plan and interventions that will be implemented.
- Teacher(s) must document the interventions and progress monitor outcome in the Action Plan bi-weekly (Included in Forms Section). The I&RS team will determine a follow-up meeting date/time to review the Action Plan.

6-8 Week Review, Monitor or Refer

Step 3: *If the student is successful* with implemented interventions in the regular education classroom, follow up and monitoring of the student will remain the classroom teacher's responsibility and a record of the meeting and interventions should be placed in the student's permanent record.

Step 4: The I&RS Team continues to meet at regular intervals to monitor progress and/or to amend the action plan. All stakeholders are notified of the meeting dates/times. If the student is *not successful* with the implemented interventions in the regular education classroom, after an extended period of time, the I&RS Team or the parent decides whether referral to the Child Study Team is warranted. However, additional interventions may be implemented first.

Participants in the I&RS Process

The school's Intervention & Referral Services (I&RS) Team is an ancillary student support service with the goal of assisting school staff and parents to address the spectrum of students' learning, behavior and health problems encountered in the general education program. The emphasis is on early identification and intervention to counter problems at the classroom and school level.

The structure of the I&RS Team should be a collaborative team approach featuring structured and collegial planning, decision making and problem solving for general education students. Parents are to be actively involved in the process but parental permission is not required.

The intent of the I&RS Team is to address the full range of issues, academic, behavior and health, that may interfere with a student's ability to learn and adjust properly in a school environment. Students who are referred to occupational therapy, BSI and end of year retention should be reviewed and monitored by the I&RS Team.

I&RS Team Participants

- Principal or Designee
- School Counselor (as needed)
- One Consistent General Education Teacher
- One Consistent Child Study Team Member
- School Nurse (as needed)
- Additional CST Support (as needed)
- Additional Staff (as needed)
- SAC Counselor (as needed)
- Parent/Guardian of Student

Role of I&RS Team Members

- **Chairperson** (Administrator)
- **Facilitator** (School Counselor)
- **Recorder:** The I&RS Team meeting recorder shall keep a record of meeting minutes at each meeting
- **Time Keeper:** The responsibility of the I&RS Team timekeeper is to keep all team members on task during each meeting. Meetings should not exceed sixty to ninety minutes

Criteria for Team Members

- Knowledge of curriculum and materials
- Interest and ability to assess learning, health and behavioral problems
- Knowledge of techniques for individualizing instruction
- Specialized skills
- Input from individuals of the same culture, language, and background as the student being discussed
- Strong interpersonal skills, allowing team members to communicate well with colleagues, students and parents
- Knowledgeable about the pre-referral process and interested in helping teachers
- Time to devote to the process

Functions of Team Members

- To define and clarify the nature of a student's learning, health and/or behavioral problem; gather information, generate recommendations, evaluate the results and provide follow-up
- To determine building level needs and develop an annual plan that includes short and long- term goals for dealing with those needs
- To implement a process for self-evaluation that assures the continuing professional growth of the member

Meeting Format

- Meeting will not exceed sixty to ninety minutes
- Reach a consensus on the student's issues. Identify specifics. (5 minutes)
- Negotiate the objective. "Where should we start?" (5 minutes)
- Brainstorm alternatives (10 minutes)
- Suggest strategies for trial
- Committee refines suggestions and sets up action plan (5 minutes)
- Follow up plan developed (5 minutes)
- Who, what, where, when and how

SECTION II

Suggested Academic Interventions For Teachers

Suggested Personal and Social Behavior Strategies For Teachers

SUGGESTED ACADEMIC INTERVENTIONS FOR TEACHERS

Reading Modifications

Instructional Preparation:

- ◆ Build background information
- ◆ Develop vocabulary
- ◆ Show a video of a novel before reading it. Compare similarities and differences

Reading Instructions:

- ◆ Teacher reads the text aloud using a guided reading procedure
- ◆ Record and upload lessons on Chromebook.
- ◆ Focus on the pictures to encourage students to rely on visual clues – have students perform an online search for illustrations to develop more interest in the content.
- ◆ Collect high interest low vocabulary books
- ◆ When you read aloud to the class, record the story. Allow students to check out the book and the tape
- ◆ Have students read their favorite books aloud and upload them to the computer. Students can create YouTube videos acting out the books.
- ◆ Provide a “Picture Frame” so a student will see only several lines of print at a time
- ◆ Use repeated reading—teacher to student, student to teacher, etc
- ◆ Encourage fluency by timing students reading at independent reading level. Graph progress
- ◆ Provide choral reading opportunities to build confidence
- ◆ Schooltube.com/storyline – celebrities read common stories aloud to create more interest.
- ◆ Newsela.com – teachers and students create accounts and teachers can assign reading via the site. Current and relevant student focused news articles (with comprehension questions and quizzes) written at different lexical levels. Allows students to read the same content, but at appropriate reading levels for differentiation.
- ◆ Place colored acetate sheets over text to enhance the contrast and darken the print
- ◆ Preview vocabulary
- ◆ Sight word flashcards/incorporating technology
- ◆ Story Map – The following website creates story maps online
<http://www.readwritethink.org/files/resources/interactives/storymap/>

Written Language Modifications

- ◆ Provide lecture notes by copying a classmate's or sharing teacher's note via Google classroom
- ◆ Give separate grades for mechanics and content of written work
- ◆ Use worksheets which require little writing
- ◆ Allow students to answer test questions orally at least some of the time
- ◆ Give more short quizzes and tests rather than long tests and essays
- ◆ Pair students with able classmate to proofread writing
- ◆ Provide opportunities to write daily
- ◆ Talk to text app on chrome book – allow students to dictate their written work.
- ◆ Type assignments in Google classroom and teacher can edit in real time
- ◆ Graphic organizer using the Chromebook when available
- ◆ Checklist for proofreading
- ◆ Grammarly (Chrome Extension) – Checks student emails and comments for spelling and grammar mistakes
- ◆ Handheld spell checkers/dictionaries
- ◆ Fill in the blank writing prompts
- ◆ Carefully structured assignments, and an outline or format to follow may help a child to get started
- ◆ Minimize rote copying tasks
- ◆ Provide word banks
- ◆ Have student begin writing by mapping his ideas
- ◆ Write with an audience in mind
- ◆ Allow student to compose on computer – utilize SketchPad 3.7
<https://sketch.io/sketchpad/> a site where students can both write and illustrate their work all while saving in the browser.
- ◆ Have students use online story starters to begin the writing process Scholastic Story Starters - <http://www.scholastic.com/teachers/story-starters/>
- ◆ Allow students to use <https://www.citethisforme.com/> to create bibliographies for their work.
- ◆ Concentrate on handwriting as a separate activity

Spelling

- ◆ Teach cover and write method for study
- ◆ Trace words on arm to access tactile sense
- ◆ Adjust the number of words on the list. Increase when student reaches mastery on three consecutive tests
- ◆ Allow student to set individual spelling goal
- ◆ Group words into word families that follow a pattern
- ◆ Choose words relevant to the curriculum
- ◆ Highlight prefixes, suffixes and base words to aid visual discrimination

- ◆ Provide student with recording of word list to take home for practice testing
- ◆ Provide minimum 10 minutes daily practice
- ◆ Record pretest and posttest scores. Grade on effort and improvement as well as percentage
 - ◆ Use magnetic letters to practice spelling with younger children
- ◆ Spelling games online.
- ◆ Utilize apps that create flashcards to aide in practicing weekly spelling words.
- ◆ Individual whiteboards - Ask the child to practice copying and erasing the target words on small, individual whiteboards. Two children can be paired to practice their target words together.

Math

- ◆ Allow students to use number lines, calculators and fact tables
- ◆ Encourage the use of fingers if it improves accuracy when student is calculating
- ◆ Use timed drill materials to encourage students to participate
- ◆ Use real life experiences to develop basic concepts
- ◆ Check work immediately before giving more
- ◆ When demonstrating problems, use colored chalk or pens to color code place value
- ◆ If possible, model the math problem using manipulatives
- ◆ Frequently review and reinforce previously taught material. Use daily quizzes
- ◆ Provide personal charts with key words found in work problems
- ◆ Have students create word problems for classmates to solve
- ◆ Teach students the math fact families. Unifix cubes work well for this
- ◆ Prior to paper and pencil calculations, provide numerous opportunities for manipulating real objects
- ◆ Envision math has intervention lessons
- ◆ Reduce number of problems
- ◆ Group like problems together
- ◆ Teach fact family and build fluency with games and challenges
- ◆ Simplify vocabulary words in word problems
- ◆ Have students verbalize the math problems
- ◆ IXL.com - IXL is a comprehensive, standards-aligned math and language arts program offering unlimited practice in thousands of skills.
- ◆ Student friendly website to create bar, pie and line graphs - <http://nces.ed.gov/nceskids/createagraph/default.aspx>
- ◆ Complete math assignments on graph paper to keep columns straight
- ◆ Have students draw pictures or diagrams of word problem

Text Books

- ◆ Highlight important facts in yellow and highlight vocabulary green
- ◆ Highlight the definition of a word in pink
- ◆ Provide online versions of textbooks (if available)
- ◆ iSpeakit – reads content to students. Can change reading speed and voice. Good for silent readers who struggle, they can follow along as the computer reads to them

(when available)

- ◆ Fluency Tutor (Teacher/Student Versions) – mainly for lower level readers. Allows teachers to assign and assess reading of students through audio files and online record keeping (when available)
- ◆ Allow students to preview materials before it is read in class
- ◆ Preview the bold-faced words with students. Practice reading the words.
- ◆ Provide a weekly vocabulary list to students in advance to read and study at home
- ◆ Allow student to check out textbooks to keep at home
- ◆ Develop study guides; highlight important vocabulary

Teacher-Made Materials

- ◆ Reduce visual clutter on worksheets.
- ◆ Reduce number of problems on a page
- ◆ Make answer lines generous
- ◆ Eliminate unnecessary reading
- ◆ Provide a word bank when appropriate

Daily Assignments

- ◆ Sometimes divide the assignment in half, completing even or odd problems, but stress and reinforce accuracy
- ◆ Work in cooperative groups or with partners so the student is able to have questions read aloud to him/her
- ◆ Rewrite the material at an appropriate reading level or provide a parallel activity for the same skill
- ◆ At times, allow a student to respond orally
- ◆ When possible, provide extra drill and practice sessions to allow for mastery of a skill
- ◆ Allow a student to illustrate her answer instead of responding in a written format
- ◆ Provide some self-correcting materials for immediate feedback
- ◆ Allow student to just give answer rather than copy an entire sentence or problem
- ◆ For students easily overwhelmed, begin with one-page worksheets with specific information to be completed rather than open-ended assignments
- ◆ Give students brain breaks using Go Noodle, interactive site that has students do a quick exercise to refocus their energy - <https://www.gonoodle.com/> (when available)
- ◆ ToDoList – can be added to the toolbar, acts as a reminder list for assignments and tasks. Sends a morning email reminding students of tasks that are due that day (when available).
- ◆ Online to-do lists such as Remember the Milk can send text alerts reminding students of an upcoming appointment, assignment, or project (when available).
- ◆ As reinforcement have students go to Pete's PowerPoint Station <http://www.pppst.com/> Hundreds of PowerPoint presentations across the curriculum to reinforce classroom lessons (when available).

Directions

Oral:

- ◆ Try to keep them concise and simple. No irrelevant information
- ◆ Establish eye contact as much as possible
- ◆ Accompany verbal explanations with a visual demonstration whenever possible
- ◆ When directions are complex, allow students to complete first several steps before giving more directions
- ◆ Use a combination of visual and auditory directions
- ◆ Illustrate or provide photos of the steps of multiple step activities

Written:

- ◆ Use simple sentence structure with concise vocabulary
- ◆ Use to supplement oral directions; add pictorial cues and concrete examples
- ◆ Use highlighter to focus student's attention
- ◆ When posting assignments using a computer utilize Textanim to embellish fonts to engage students - <http://textanim.com/>
- ◆ If there are multiple steps, number them

Assessments:

- ◆ Read tests orally if needed
- ◆ Allow students to test orally when needed
- ◆ Test frequently to monitor progress, use daily quizzes
- ◆ Use recognition of facts rather than factual recall on tests
- ◆ Allow students to test individually when possible

Teacher Made Test:

- ◆ Underline or box the directions
- ◆ Provide examples of correct responses
- ◆ Use large, bold print whenever possible
- ◆ Provide ample space for answers
- ◆ For multiple choice tests, exclude the statements "All of the Above" or "None of the Above"
- ◆ For matching tests, organize columns with equal number of items in short segments
- ◆ For True or False tests, avoid double negative and eliminate "All" or "Never"
- ◆ Provide a word bank for fill-in questions
- ◆ For essay tests, provide a blank outline format to help the student organize his/her ideas

Alternative Assessment:

- ◆ Keep portfolios of the best student work samples
- ◆ Provide regular times for student reflection on goals and progress made
- ◆ Allow students to demonstrate knowledge by creating a project or doing a demonstration
- ◆ Allow students to create videos to demonstrate their knowledge. Utilize Wideo to create videos for free - <http://www.wideo.co/en/>

Organization:

- ◆ Post a daily schedule and try to follow it as closely as possible
- ◆ Designate one location to hand in daily assignments
- ◆ Create class routines for activities you do daily
- ◆ Use a peer to help monitor assignments
- ◆ Schedule desk clean-out once a week
- ◆ Use color-coded folders to store work in progress by subject
- ◆ For paperwork, provide a “To Do” box on one side of the desk and a “Work Completed” box on the other

Behavioral/Motivation Support:

- ◆ Have students record their progress on appropriate activities to tap into their desire to do well
- ◆ Keep searching until you find the motivating reward (snacks, computer time, art activity)
- ◆ Change rewards as soon as they lost their effect
- ◆ Let parents know about the reward system—they may want to provide reinforcement at home
- ◆ Create a behavior modification system (point system to chart students’ progress)
- ◆ Rewards are most effective when applied immediately

Communicate with Parent/Guardian:

- ◆ Daily reports home increase communication and aid supportive parents in helping their child
- ◆ Daily logs allow both parents and teacher to write, comments, concerns and suggestions for the student
- ◆ Let parents know when a student has shown improvement during the day—maybe just a brief phone call or email.
- ◆ Encourage parents to set up short term rewards along with long term rewards for good reports from school
- ◆ Have parents sign off on communications sent home to ensure that parents are getting their messages

Suggested Personal and Social Behavior Strategies For Teachers

General Strategies:

- ◆ Provide opportunities for recognition
- ◆ Offer positive reinforcement for appropriate actions/choices
- ◆ Establish a behavior contract with specific objectives/outcomes
- ◆ Ignore inappropriate behavior that does not warrant immediate attention
- ◆ Conference with family about student's immediate attention
- ◆ Conference with family about student's behavior/negative and positive
- ◆ Provide positive feedback to indicate success; importance; respect

Provide Counseling to Address:

- ◆ Support/Self-esteem/Awareness
- ◆ Social Skills
- ◆ Conflict Resolution
- ◆ Decision Making Skills
- ◆ Anger Management
- ◆ Self-Management
- ◆ Other:

Fights with other students:

- ◆ Be mobile to be frequently near the student
- ◆ Maintain visibility away from the student
- ◆ Provide the student with preferential seating
- ◆ Speak with the student about positive/negative actions and the consequences
- ◆ Reduce emphasis on competition
- ◆ Try various groupings to assist the student socially
- ◆ Communicate with the family about the student's progress/concerns

Is easily angered, annoyed, or upset:

- ◆ Provide the student with positive feedback
- ◆ Provide opportunities for the student to ask for assistance
- ◆ Reduce emphasis on competition
- ◆ Provide positive reinforcement for appropriate responses to anger, etc.
- ◆ Provide the student with preferential seating away from peers who stimulate the student to become angry, annoyed or upset
- ◆ Provide a quiet place for the student to work
- ◆ Try various groupings to determine the situation in which the student is most

successful

- ◆ Do not force the student to interact with peers if they are likely to become angered, annoyed or upset
- ◆ Provide the student with a selection of activities to perform if he/she become angered, annoyed or upset
- ◆ Maintain consistency in expectations
- ◆ Remove the student from an activity until he/she can demonstrate self-control
- ◆ Provide an area for cool down

Has little or no interaction with peers:

- ◆ Assign a peer helper
- ◆ Encourage others to interact with the students
- ◆ Give the student the responsibility of tutoring a peer
- ◆ Provide the student with opportunities to interact positively with peers
- ◆ Create situations in which the student must work with a peer
- ◆ Try various groupings to determine in which situation the student is most comfortable
- ◆ Have a student run errands with a peers to facilitate interaction
- ◆ Provide preferential seating next to the peers that the students interacts with most
- ◆ Encourage the student to interact with others
- ◆ Communicate with the family to share information about the student's progress
- ◆ Have the student act as group leader in an activity

Bothers other students:

- ◆ Provide preferential seating
- ◆ Interact frequently with the student in order to maintain his/her involvement in the activity
- ◆ Remove the student from the activity until he/she can demonstrate self-control
- ◆ Teach the student appropriate methods to communicate needs to others
- ◆ Seat the student away from the students he/she is most likely to bother
- ◆ Identify a peer to act as a role model
- ◆ Provide the student with a full schedule of activities
- ◆ Maintain visibility away from the student
- ◆ Encourage the student to ask the teacher for assistance
- ◆ Establish classroom rules/provide the student with a copy
- ◆ Provide positive reinforcement to the student for appropriate choices/actions
- ◆ Provide positive reinforcement to students who demonstrate appropriate choices/actions

Makes unnecessary comments or noises:

- ◆ Remove the student from the activity until he/she can demonstrate self-control
- ◆ Communicate with the family to share information about the student's progress

- ◆ Maintain visibility to and from the students/make eye contact with the student
- ◆ Reinforce the student for raising his/her hand in order to be recognized
- ◆ Call on the student when he/she is most likely to be able to respond correctly
- ◆ Give the student responsibilities in the classroom
- ◆ Interact frequently with the student to reduce his/her unnecessary noises
- ◆ Have the student work in small groups to provide frequent opportunities to speak
- ◆ Consider the student's feelings when dealing with his/her behaviors
- ◆ Make the student aware of the number of times he/she makes inappropriate comments/noises
- ◆ Planned ignoring

Does not stay in assigned areas for specified time:

- ◆ Provide the student with positive reinforcement/feedback when in compliance
- ◆ Provide the student with preferential seating so that the student's needs are close to his/her desk
- ◆ Have the student question any directions/instructions he/she does not understand
- ◆ Establish class rules, be consistent in the enforcement
- ◆ Provide positive reinforcement to students who comply with remaining in the assigned area
- ◆ Make sure that the student has what he/she needs to complete assignments/requirements
- ◆ Make sure that the student is told where he/she needs to be at all times
- ◆ Require time spent away from an assigned area to be made up at recess, lunch, etc.
- ◆ Communicate with the family about the expectations of the student and his/her progress/concerns
- ◆ Remind the student before each activity where he/she should be and for how long

Ignores the consequences of his/her behavior:

- ◆ Reinforce the student for engaging in appropriate behavior
- ◆ Establish class rules/reiterate rules often
- ◆ Provide positive reinforcement to students who engage in appropriate behavior
- ◆ Provide the student with social and academic successes
- ◆ Communicate with family about expectations and student's compliance/non compliance
- ◆ Have the student write about the choice he/she made and the consequence of that choice
- ◆ Remove the student from the group until he/she can demonstrate appropriate behavior and self-control Provide the student with a list of clearly identified expected behaviors and consequences
- ◆ Point out consequences or situations as they occur
- ◆ Avoid placing the student in competitive situations
- ◆ Provide the student with forced choices

- ◆ Allow the student to voice his/her opinion in an appropriate manner
- ◆ Be careful to avoid embarrassing the student

Needs immediate reward/reinforcement to demonstrate appropriate behavior:

- ◆ Have the student maintain a chart of his/her own appropriate behavior
- ◆ Provide the student with positive reinforcement for appropriate behavior
- ◆ Greet and acknowledge the student as often as possible rather than providing recognition only as a reinforcement
- ◆ Do not criticize
- ◆ Communicate with family about the student's progress/concerns
- ◆ Speak with the student to explain the student's inappropriate behavior and what behavior the student needs to do

Behaves Impulsively:

- ◆ Maintain visibility away from the student
- ◆ Be mobile to be frequently near the student
- ◆ Provide preferential seating to limit the student's mobility
- ◆ Assign additional responsibilities to the student (e.g., chores, errands, etc.)
- ◆ Provide the student with clear, simple directions/instructions
- ◆ Provide student with a routine to be followed in classroom/other areas of building
- ◆ Establish classroom rules and consequences and be consistent in enforcing rules
- ◆ Have the student practice counting to ten silently before beginning an activity
- ◆ Deliver a predetermined signal (e.g., hand signal, verbal cue) when the student begins to demonstrate impulsive behavior.
- ◆ Provide the student with positive reinforcement for appropriate behavior/self-control
Communicate with the family about the student's progress/concerns
- ◆ Provide the student with written/verbal clues such as "**Stop, Think, Go**" when he/she begins to act impulsively

Does not accept changes in an established routine:

- ◆ Have the student work near a peer in order to follow changes in an established routine
- ◆ Provide the student with a revised routine
- ◆ Have the student rely on a predetermined signal (e.g., lights off, hand signal, etc) of impending change
- ◆ Provide positive reinforcement to the student for accepting changes
- ◆ Explain the change in the routine to the student personally
- ◆ If possible, inform student in advance when a substitute teacher will be in the classroom

Cannot work independently:

- ◆ Establish classroom rules/enforce classroom rules

- ◆ Identify a peer to act as a role model
- ◆ Provide preferential seating to limit distractions
- ◆ Provide positive reinforcement to the student for completing assignments independently.
- ◆ Make certain that the student understands the directions/instructions/assignments
- ◆ Have the student complete work not done in class at home
- ◆ Assign the student parts of tasks at a time rather than the entire task
- ◆ Work a few problems with the student to serve as a model

Additional Resources:

<https://www.pbisworld.com/>

SECTION III

FORMS

Step 1 (Required)

Cliffside Park Public Schools
Intervention and Referral Services

Initial Request for Assistance Form

School No.

STUDENT INFORMATION SHEET

Student:	Date:
SID:	DOB:
Teacher:	Grade:
Documented Custodial Parent/ Guardian:	
Referring Teacher:	
Student's Native/Home Language:	
Will an interpreter be needed? Yes No	

<i>Educational History</i>			
Grade:	School:	Absentee Report	Promotion or Retention

Step 1 (Required)

Cliffside Park Public Schools
Intervention and Referral Services

Initial Request for Assistance Form

<i>Support Services Implemented</i>			
Support Service	YES	NO	DATES
JFCS			
Behaviorist			
CONNERS REPORT			
ESL			
TI ELA			
TI Math			
Resource Room			
OT/PT			
Self-Contained Class			
Guidance			
Speech			
Previous I&RS			
Other:			
Other:			
Other:			

Assessments (Scores, Summarize, **SAMPLES MUST BE ATTACHED!**)

Assessment	Initial: Date, Score	Date, Score	Date, Score	Date,Score
WORK SAMPLES				
Published Writing				
Math/Unit/Quick Checks				
Prior Report Card				
Current Report Card				
Summer Report Card (if applicable)				
COR				
BAS				
DRA2				
Observation Survey				
DIBELS				
Running Record				
NJSLA-ELA				
NJSLA-Math				
Other:				
Other:				

Step 1 (Required)

Cliffside Park Public Schools
Intervention and Referral Services

Initial Request for Assistance Form

Reason for Request (Check):

Academic	Behavioral	Health	Other
Explain above academic/behavioral/health/other concern in detail:			
Specific Observed <u>Behaviors</u> (Hearsay or subjective comments are not acceptable):			
Please list all teachers and/or specialists who have contact with this student:			

The entire form must also be completed for your request to be considered. Please place the completed forms along with sufficient amount of student work, if applicable in a sealed envelope and deliver to the building administrator's mailbox.

By submitting this form, I understand that I will be a full partner with the I&RS team for the resolution of the identified concerns.

Step 1 (Required)

Cliffside Park Public Schools
Intervention and Referral Services
Initial Request for Assistance Form

Intervention and Referral Services

Initial Request for Assistance Prior Interventions Checklist

<i>Please indicate the types of interventions you have tried prior to this request for assistance:</i>			
Intervention	YES	NO	Comments:
Gave student extra attention			
Referred to ESL			
Referred to Guidance			
Gave student help before/after school			
Referred student to administrator			
Gave student special work at his/her level			
Allowed more time for tasks			
Chunked assignments			
Tasks broken down			
Reduced assignments			
Modified assignments			
Spoke to student privately after class			
Checked cumulative folder			
Behavior plan (attach)			
Consulted PRIM Manual			

Changed student's seat			
Parental Contact			
Notes/emails/messages (attach)			
Conferences			Dates:
Phone Calls			Dates:

Learning Behavior Checklist

<i>In the area of <u>ORGANIZATION</u>, student has difficulty:</i>			
AREA	YES	NO	COMMENTS:
keeping track of materials and/or assignments			
staying on task			
working in groups			
completing tasks on time			
managing time			
preparing for tests			
completing homework			
handing assignments in on time			
<i>In the area of <u>LISTENING/SPEAKING</u>, student has difficulty:</i>			
maintaining sustained attention			
following simple directions			
following multi-step directions			
maintaining attention (without looking to classmates for clues)			
demonstrating auditory recall			

using age appropriate vocabulary			
recalling/naming specific words			
using appropriate facial expressions, body language and/or tone of voice			
controlling vocal quality (e.g. pitch, volume, excessive hoarseness)			
<i>In the area of <u>READING/WRITING</u>, student has difficulty:</i>			
reading for meaning			
reading fluently			
expressing thoughts in writing			
responding to text			
using grade appropriate mechanics (capitalization, punctuation, spelling)			
grasping pen/pencil appropriately for age			
writing legibly			
<i>In the area of <u>BEHAVIOR</u>, student has difficulty:</i>			
interrupts or talks in class			
is verbally disrespectful			
uses inappropriate language			
abuses property			
becomes easily victimized			
appears to daydream often			
appears tired or lethargic			
demands a great deal of personal help and attention			

cries easily			
is unusually active			
gives up easily			
<i>In the area of <u>SOCIAL INTERACTION/SOCIAL</u>, student has difficulty:</i>			
withdraws from peers			
is argumentative with peers			
is bossy or authoritative with peers			
is physically aggressive			
does not follow rules when playing			
teases peers			
has difficulty making friends			
threatens other students			
seeks to be the center of attention			
has difficulty initiating social conversations			
has difficulty sustaining a conversation			
has difficulty staying on topic			
does not respect personal space of others			

Step 1 (Required)

**Cliffside Park Public Schools
Intervention and Referral Services
Initial Request for Assistance Form**

<u>Additional Comments:</u>

Staff Member's Name:
Staff Member's Signature:
Date:

Step 1 (Required)

**Cliffside Park Public Schools
Intervention and Referral Services
Special Teacher Feedback Form**

Student:	Date:
Homeroom teacher:	Grade:
Special Area Teacher Report:	

Academic level and progress (include effort, work habits, etc.):
Behavior (be specific and give concrete examples.):
General Traits (vitality, enthusiasm, apathy, etc.):
Peer-Group Relationships:
Attitude Toward Teacher:

Return to:	By (Date):
Special Teacher's Signature:	
Subject:	

I&RS Nurse - Required

**Cliffside Park Public Schools
Intervention and Referral Services
School Nurse/School Health Form**

Please complete and return this form to:

By (Date):

Student:	Date:
SID:	DOB:
Teacher:	Grade:

Health History	YES	NO	IF YES, PLEASE EXPLAIN
Is the student taking medication? If yes, please identify the medication type and condition treated.			
Is there a history of medication use? If yes, identify medication type and condition treated.			
Are you aware of any medical or other condition that could interfere with the student's ability to perform in school? If yes, please describe the condition and its implications.			

Health Assessment	
Height:	Weight:
Vision:	Hearing:
Skin:	Posture:
Comments:	

Socialization
Observable behaviors:
Behavioral changes:
Physical Appearance (e.g., personal hygiene, fatigue, attire):
Comments:

Visits to Nurse
Frequency/Number:
Reasons:

Physical Education Excuses
Number:
Reasons:
Comments:

Student Strengths
Skills:
Positive Characteristics:
Environmental Supports:
Other:

Other Pertinent Information:

Nurse Name:
Signature:
Date:

School No. _____, Principal

ACTION PLAN

Student:	Date:
DOB:	Follow up meeting date in 6-8 weeks:
Age:	Grade:
Referring Teacher:	

Academic/ Behavioral Concern: Reading Comprehension
Type of Intervention and Frequency: RTI 3x/week
Person(s) Responsible: Title 1 Teacher
Date started: November 2020
Outcome: <ul style="list-style-type: none"> Discuss outcome of RTI sessions Effective or not effective? One to one or small group? Student progress or no progress?
Evidence: Attach all data necessary <ul style="list-style-type: none"> student work anecdotal notes running records
Academic/ Behavioral Concern: Moves About while Seated
Type of Intervention and Frequency: <ul style="list-style-type: none"> Frequent Breaks Stand-up desk Reinforce student for sitting appropriately
Person(s) Responsible: Classroom Teacher

Date started: November 2020
Outcome: <ul style="list-style-type: none"> • Discuss the outcome of the interventions • Effective? Not effective? • Progress? No progress?
Evidence: <ul style="list-style-type: none"> • Collect data Daily of breaks and frequency/good days • Whatever would show progress or no progress • Anecdotal notes • Communication with parent(s)- if any
Academic/ Behavioral Concern: Disturbs Others
Type of Intervention and Frequency: <ul style="list-style-type: none"> • Maintain visibility at all times • Model Peer student • Communication with parents
Person(s) Responsible: Classroom Teacher
Date started: November 2020
Outcome: <ul style="list-style-type: none"> • Discuss the outcome of the interventions • Effective? Not effective? • Progress? No progress?
Evidence: <ul style="list-style-type: none"> • Collect data daily • Anecdotal notes • Communication with parent(s) - if any

School No. _____, Principal

ACTION PLAN

Student:	Date:
DOB:	Follow up meeting date in 6-8 weeks:
Age:	Grade:
Referring Teacher:	

<i>Academic/ Behavioral Concern: Reading Comprehension</i>
Type of Intervention and Frequency:
Person(s) Responsible:
Date started:
Outcome:
Evidence:
<i>Academic/ Behavioral Concern:</i>
Type of Intervention and Frequency:
Person(s) Responsible:
Date started:
Outcome:
Evidence:
<i>Academic/ Behavioral Concern:</i>

Type of Intervention and Frequency:

Person(s) Responsible:

Date started:

Outcome:

Evidence: