

## HASBROUCK HEIGHTS PUBLIC SCHOOLS / I & RS GUIDELINES

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher/Class: \_\_\_\_\_

Case Manager: \_\_\_\_\_

1.	Teacher	Consult last year's teacher	- Consult last year's teacher
2.		Review student records	- Review the cumulative folder, medical records, IRS
3.		Parent Communication	
4.		The teacher shall attempt to resolve the problem	- Extra help from the teacher - Differentiate instructions / In-class modifications
5.		<b>PRIOR INTERVENTIONS CHECKLIST &amp; MODIFICATIONS LIST (form 1 &amp; 2)</b>	- Spoke to the student privately - Gave student help after/before school /during lunch - Changed student's seat - Spoke with parent on the telephone - Implanted modifications - Checked cumulative folder - Held conference with parent in school (provide details, dates, times, emails) - Sent home notices regarding behavior/school work - Gave student extra educational services - Supplemental materials or assignments - Referred student to the principal for discipline
		If this attempt is unsuccessful.....	
6.		<b>NOTICE TO PARENTS OF IRS REFERRAL (form 3)</b> - Sent home from the teacher	- Parents to sign and return - screen their hearing and vision
		<b>PARENT QUESTIONNAIRE (form 4)</b>	- help provide additional information
<b>ONCE</b>	<b>WE</b>	<b>RECEIVE THE REFERRAL BACK FROM THE REFERRAL FORM (form 5)</b>	<b>PARENTS SIGNED – THEN WE CAN MOVE FORWARD</b>
7.		- when they submit the request - given collection form	- teacher completes the forms & submits them to principal - reasons for the request - specific and descriptive observed behaviors - samples of the student's work, grades, attendance
8.		<b>COLLECTION FORM (form 6)</b>	- given to the teacher when they submit the request - to be completed and returned in one week - with all documentation needed
9.	Principal	<b>SCHOOL NURSE/HEALTH FORM (form 7A &amp; 7B)</b>	- will be completed by the principal - placed in the nurse's mailbox - to be completed and returned in one week - prior to the first meeting
AFTER	ALL THE	COLLECTION FORMS, INFORMATION	HEALTH RCVD – I &RS MEETING WITH TEACHER
10.	I & RS	I & RS Meeting with the Teacher	- a case manager is assigned - case manager will review case coordinator checklist - brain storm / modifications - do they need to be observed - reading/math clinic
		<b>MODIFICATION/ACTION PLAN FORM (form 8)</b>	- to be completed at this meeting by the case mgr
		<b>FOLLOW UP LETTER TO THE PARENTS (form 9)</b>	- to be completed at this meeting by the case mgr - advising the team has met - we are inviting them to attend the next meeting - list the suggestions that were made
11.		I&RS MEETING WITH THE PARENTS	- present to them the suggestions made - what they are doing at home/get some feedback - someone should be taking notes / not case mgr
12.		Schedule follow up meeting 6-8 wks	- invite the parents to attend