

*Intervention and Referral Services*  
Franklin Township School  
Grades 6-8

Dear Franklin Township Staff Member:

The Intervention and Referral Services Committee (I&RS) has worked diligently to put together a complete packet of forms and information that will assist you should the need arise for student referral.

*Our Mission Statement*

*The Student Intervention and Referral Services (I&RS) of Franklin Township School provide student support services to assist faculty and families in addressing academic, behavioral, and health problems, enabling the student to function more effectively in the classroom.*

*Our Procedures*

When a student shows signs of needing assistance the following must occur:

- ✓ FULLY COMPLETE the *I&RS Request for Assistance* forms.
- ✓ Return the forms to the School Supervisor in a timely manner.
- ✓ The School Supervisor will set the meeting date and time and inform the referring teacher/parent.
- ✓ At the first meeting, strategies will be discussed and an action plan will be developed & distributed.
- ✓ Relevant paperwork will be placed in the student's I&RS binder in the School Supervisor's office.
- ✓ Follow up meetings will take place 6-8 weeks later. Teachers will be notified of the date, and parents will be invited to attend.
- ✓ The follow up meeting will determine if:
  - The original I&RS action plan needs to be modified
  - The original I&RS action plan should continue
  - Other options

**I&RS referrals will be accepted from October 1<sup>st</sup> to May 2<sup>nd</sup>**

Please don't hesitate to contact the School Supervisor or any of the committee members should you have any questions or concerns.

*Intervention and Referral Services*  
**Initial Request for Assistance Form**  
*Confidential*

TO: Intervention and Referral Services Team

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_ DOB: \_\_\_\_\_

***Reasons for Request for Assistance*** (Must be school-based issues, i.e., academics, behavior, school health):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Specific and Descriptive Observed Behaviors*** (Hearsay or subjective comments will not be accepted):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all teachers and/or specialist who have contact with this student.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The "Prior Interventions" checklist must also be completed  
for your request to be considered.*

*Place the completed forms in a sealed envelope  
and return to the School Supervisor.*

*Intervention and Referral Services*  
**Initial Request for Assistance**  
**Teacher Prior Interventions Checklist**  
*Confidential*

Staff Requesting Assistance: \_\_\_\_\_ Date: \_\_\_\_\_

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

*Please indicate the types of interventions you have tried prior to this request for assistance.*

1. Spoke to student privately after class.
  - a) Explained class rules and expectations. \_\_\_\_\_
  - b) Explained my concerns. \_\_\_\_\_
2. Gave student help after class/school. \_\_\_\_\_
3. Changed student's seat. \_\_\_\_\_
4. Spoke with parent on the telephone. Phone number \_\_\_\_\_
5. Gave student special work at his/her level. \_\_\_\_\_
6. Checked cumulative folder. \_\_\_\_\_
7. Held conference with parent in school. \_\_\_\_\_
8. Sent home notices regarding behavior/school work. \_\_\_\_\_
9. Arranged an independent study program for student. \_\_\_\_\_
10. Gave student extra attention. \_\_\_\_\_
11. Set up contingency management program with student. \_\_\_\_\_
12. Assigned student detention. \_\_\_\_\_
13. Referred student to guidance \_\_\_\_\_, administration \_\_\_\_\_, other \_\_\_\_\_
14. Other (Please explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Member's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Intervention and Referral Services*  
Grades 6-8 Teacher Information Collection Form  
Confidential

Please complete this form in full, and return to the School Supervisor.

To: I & RS Team  
From: \_\_\_\_\_  
Date: \_\_\_\_\_  
Reference: \_\_\_\_\_

Classes in which the above-named student is enrolled: \_\_\_\_\_

Period(s) of the day you see the student: \_\_\_\_\_

*Check each of the following items that are a concern to you or that you have noticed regarding the above-named student.*

**Class Attendance:**

\_\_\_\_\_ Frequent requests to  
leave class to:  
\_\_\_\_\_ advisor  
\_\_\_\_\_ nurse  
\_\_\_\_\_ other \_\_\_\_\_

\_\_\_\_\_ Frequent tardiness  
\_\_\_\_\_ Frequent absences  
\_\_\_\_\_ Class cuts

**Academic Performance:**

\_\_\_\_\_ Drop in grades, lower achievement  
\_\_\_\_\_ Failure to complete in-class assignments  
\_\_\_\_\_ Failure to complete homework assignments  
\_\_\_\_\_ Cheating

\_\_\_\_\_ Present grade  
\_\_\_\_\_ Decrease in class  
participation  
\_\_\_\_\_ Short attention  
span, easily  
distracted

**Classroom/Physical Observations:**

- Attention-getting behavior, extreme negatives
- Fighting and/or sudden outbursts of anger and/or verbal abuse toward others
- Sleeping in class
- Deteriorating personal appearance

- Violating rules
- Blaming, denying
- Obscene language gestures
- Hyperactivity, nervousness
- Other

**Atypical Behavior:**

- Change in friends, change in behavior
- Sudden popularity
- Older or significantly younger social group
- Sexual behavior in public
- Talks freely about substance abuse
- Withdrawn, difficulty in relating to others
- Inappropriate responses

- Erratic behavior
- Constant adult contact
- Disoriented
- Unrealistic goals
- Depression
- Defensive
- Unexplained crying

**Home/Social/Family Problems:**

- Family problems
- Peer problems
- Family alcohol/drug problems

- Runaway
- Job problems

Any discipline referrals, if so, reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please feel free to offer comments (positive) that you think will be helpful in addressing this student's needs. Remember, only comments that *are school-based, school-focused, and specific, descriptive, objective/factual and observable* are acceptable.

Skills: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Positive Characteristics, Strengths, Interests: \_\_\_\_\_

\_\_\_\_\_