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# WASHOE COUNTY SCHOOL DISTRICT



## Response to Intervention Procedure (RTI-P001)

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The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 1.0 SCOPE:

- 1.1 This procedure describes the Response to Intervention process at the Washoe County School District.

### 2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent of PPA&A

### 3.0 APPROVAL AUTHORITY:

- 3.1 Coordinator, RTI / 504

(Approval signature on file)

Signature

Date

### 4.0 DEFINITIONS:

- 4.1 IAT – Intervention Assistance Team
- 4.2 SASI - School Attendance and Student Information system that helps administrators and teachers monitor, track, and report on student data an progress
- 4.3 Tier 2 – A strategic intervention phase a student receives an addition to core curriculum instruction
- 4.4 Tier 3 – An intensive intervention phase a student receives following Tier 2
- 4.5 WCSD - Washoe County School District

### 5.0 PROCEDURE:

**RTI is a problem solving process with an expectation that the Intervention Assistance Teams (IAT) will carefully evaluate each case prior to advancing between the tiered processes. Any attempt to use this problem solving strategy as a way to hastily get to special education placement goes against the principle of RTI.**

- 5.1 The teacher will have eight (8) to ten (10) weeks of differentiated classroom instruction data in conjunction with state and district assessment information showing that Tier 1 intervention resulted in minimal or no growth.
- 5.2 The teacher will complete RTI-F001 Problem Identification Summary and forward to the IAT.
  - 5.2.1 The exception to this is if the requestor is using RTI-F006 Standard Treatment Protocol, which is a replacement of Problem Solving forms RTI-F001 through RTI-F003.
- 5.3 The IAT will review data and set a meeting for the parents and the team to discuss possible movement to Tier 2 intervention.
  - 5.3.1 The IAT and parents complete the RTI-F002 Problem Identification Screening Summary Form.
- 5.4 If the team determines Tier 1 intervention is effective then no further steps are needed at this time.

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- 5.5 If the team determines that tier 2 intervention is needed the RTI-F002 Problem Analysis Form is complete by the team and the parents.
  - 5.5.1 Form RTI-F002 is placed in the students RTI file.
  - 5.5.2 If the student is placed in Tier 2 intervention, the SASI database is coded as such.
  - 5.5.3 The Nevada Department of Education Policy Statement is provided and signed by the parent. This is to be placed in the RTI File and a copy given to the parents.
- 5.6 The IAT and parents complete the RTI-F003 Problem Analysis Form. The team and parents develop the hypothesis on what the specific problem is that may require interventions.
- 5.7 The IAT and parents complete the RTI-F004 Intervention Plan Form. This form determines what intervention will be used based on the hypothesis that was formed. The parent receives a copy.
- 5.8 The intervention begins with the student. A **minimum** of 720 minutes must occur before determining effectiveness of intervention.
  - 5.8.1 If the intervention is effective, based on information from RTI-F006 Plan Evaluation Form continue with the program until the student reaches grade level expectations. Once the student reaches the expectation the student is released from Tier 2. The SASI database is updated.
  - 5.8.2 If the intervention is does not result in growth, the IAT team must complete RTI-F005 Plan Intervention Review Form and RTI-F006 Plan Evaluation Form. If the plan did not fully match the intervention at designed, the intervention is to be repeated.
    - 5.8.2.1 Growth is determined by the effectiveness of the intervention and progression at Tier 1.
- 5.9 If the team determines that the written intervention plan fully matched the fully implemented intervention then the team determines the next steps.
  - 5.9.1 The team determines whether to try another Tier 2 intervention or to place the student in Tier 3.

#### **TIER 3 INTERVENTIONS**

- 5.10 This same process as stated above is to be followed for Tier 3 students.
  - 5.10.1 The exception to this is the State of Nevada Letter only needs to be signed at Tier 2.

#### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 RTI-F001 – Problem Identification Screening Summary Form
- 6.2 RTI-F002 – Problem Analysis Form
- 6.3 RTI-F003 – Intervention Plan Form

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- 6.4 RTI-F004 –Plan Implementation Review Form
- 6.5 RTI-F005 – Plan Evaluation Form
- 6.6 RTI-F006 – Standard Treatment Protocol Documentation Form
- 6.7 RTI-F007 – Response to Intervention Case Review Form
- 6.8 RTI-F008 – Observation Guide
- 6.9 RTI-F009 – Permission to Review
- 6.10 SES - Permission to Test
- 6.11 Parent Consent
- 6.12 RTI Implementation Manual – RTI-M001
- 6.13 NAC 385.080
- 6.14 IDEA 300.307

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
IAT File	Counselor Office	Until student graduates or promotes	Discard as desired per CSI-P004	Locked Office
Cumulative File	Principals Office	Until student graduates or promotes	Discard as desired per CSI-P004	Locked Office

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/8/08	A	Initial Release

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