

DCSD Vital Competency Intervention Protocol

Summary of the Intervention Steps

1. Letter informing all stakeholders of how the vitals system works.
2. Do a great job of Tier 1 & 2 instruction.
3. Use proficiency scales to give the end-of-quarter grade in powerschool AND give the DCSD Benchmark (if applicable).
4. Make the Initial determination if they passed the vital or not. (Google sheet for Tracking)
5. If a student did not pass, send a [form letter home](#) stating they did not pass a vital and are not on track. Communicate the plan at school and the plan at home. Provide a timeline.
6. Begin a file documenting the intervention process and place it within the cumulative file. Insert a copy of the parent letter in the file.
7. Provide intense interventions.
8. Give the first DCSD Vital Assessment. Place test, and results, in the intervention file.
9. Meet with parents to determine next steps (discuss the why, what, where, and how).
10. Give the second DCSD Vital Assessment (if necessary).
11. Meet with parents to determine next steps (discuss the why, what, where, and how).
12. Give the third DCSD Vital Assessment (if necessary).
13. Meet with parents to determine next steps (discuss the why, what, where, and how).
14. End of School Year. If the student still has not passed all the vital competencies for their grade level, they will be able to go on to the next grade, but will need to continue to receive intense interventions.
15. If, after this 15-22 months of intervention, the student still has not passed all the vital competencies from the previous years' grade level, they will be held back.