

## Functional Behavioral Assessment and Behavioral Intervention Plan Procedures

**WHAT:** A Functional Behavioral Assessment (FBA) is a process used to determine the **cause** (or function) of behaviors that interfere with learning. The FBA incorporates data that includes: interviews (student, teacher and parent), direct observations, data collection sheets and a review of student records. The EC teacher is responsible for initiating the FBA/BIP through the reevaluation process. Once the FBA is complete, the team will then develop the Behavioral Intervention Plan (BIP), if it is determined to be necessary.

**WHEN:** It is *best practice* to conduct a FBA and develop a BIP when *any student* demonstrates behaviors that impede his/her learning or that of others, exhibits a pattern of behavior, is a risk for suspensions or has accumulated 6 to 9 suspension days. You must conduct a FBA and develop a BIP when a child with a disability has been removed from his/her current educational placement for more than 10 days.

**WHO:** Any individual with knowledge of and an interest in the student's success can participate in the FBA/BIP process. This includes, but is not limited to: teachers, administrators, counselors, parents or guardians, student, behavior specialists, program compliance specialists, psychologists, community members and/or other agency or school personnel.

### **HOW:**

#### **Step 1: Reevaluation Meeting (to request permission)**

- EC Teacher prepares DEC 7, DEC 2 and DEC 5.

#### **Step 2:** To request FBA:

- Student displays behavior problems or challenges.
- Identify the problem behavior(s) that most interfere with the student's functioning. Then define that behavior in **CONCRETE** terms that are easy to communicate and simple to measure and record.
- Collect data on the **CONCRETE** definition of the problem behavior on the Beaufort County Schools Data Collection Sheet.
- Data is collected by multiple observers, this includes, but is not limited to: teachers, administrators, counselors, parents or guardians, student, behavior specialists, program compliance specialists, psychologists, community members and/or other agency or school personnel.

**Step 2A:** Teacher Interview: BIP – Teacher(s) interviewed to complete this form based on observed behaviors and/ or concerns.

**Step 2B:** Parent Interview: BIP – Parent(s) or guardian(s) interviewed to complete this form.

**Step 2C:** Observations/Data Collection Sheet – Observers complete this form. Form may be copied to accommodate the number of individuals observing student.

**Step 3: Functional Behavior Assessment (FBA)**

- Once all data (interviews, observations, grades, record review, discipline reports, attendance, etc.) is secured, the EC teacher or designee should schedule a meeting to discuss the data collected and determine if a BIP is needed. This meeting will also begin the BIP planning process.
- If needed, a draft IEP and BIP should be developed at this time.

**Step 4A: Re-evaluation meeting (to review FBA results and develop BIP, if needed)**

- EC Teacher schedules an IEP meeting. All data collected should be discussed and the FBA forms completed. The team should problem solve to develop an appropriate BIP. Parent(s)/Guardian should be present for this meeting.
- EC teacher prepares DEC 3, DEC 4 and DEC 5

**Step 4B: Progress Monitoring**

- Progress Monitor at least weekly and document data - All team members should individually collect weekly ABC data
- EC teacher or designee will gather all weekly ABC data and compile this information on the Progress Monitoring Form (Step 4B) at least every 4 weeks.

**Step 5: FBA/BIP Review Meeting**

- BIP should be implemented for at least 4 weeks before revisiting and modifying. In most situations, 30 days is appropriate.
- EC teacher will hold a FBA/BIP review meeting to discuss the effectiveness of the BIP, modifications of the BIP or additional interventions.
- Another monitoring meeting will be scheduled at this time to review BIP progress.
- Team should have a FBA/BIP review meeting every 9 weeks to review progress.