



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

June 12, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Functional Behavioral Assessment and Behavior Intervention Plans: Five One-Day Training Sessions**

The Virginia Department of Education (VDOE), Office of Special Education Instructional Services, will offer five one-day training sessions on how to conduct a Functional Behavioral Assessment (FBA) and develop a positive Behavior Intervention Plan (BIP).

The sessions will focus on the steps in conducting Functional Behavioral Assessments (FBA) and developing effective, positive Behavior Intervention Plans (BIP). Participants will discuss the process as well as the purpose and rationale for FBA/BIP. Activities will be used to increase participants' interaction with their colleagues and the process. The training will focus on the ten step process outlined by the Virginia Department of Education's guidelines.

A Functional Behavioral Assessment is a proven, effective approach to identifying the reason(s) for a student's misbehavior, eliminating the problem behaviors that impede successful teaching and learning, and developing a corrective plan that emphasizes more appropriate and acceptable behavior.

A Functional Behavioral Assessment is a team problem-solving process. Accordingly, the VDOE is inviting school-based teams, (3-5 people), typically comprised of general educators, special educators, specialists and other support personnel to be trained together in the FBA/BIP process.

Registration for the training sessions is available at the link below:

**Wytheville (July 8, 2015)**

Wytheville Meeting Center  
333 Community Boulevard  
Wytheville, Virginia 24382

<http://www.cpe.vt.edu/reg/vdoe-bab/>

**Charlottesville (July 9, 2015)**

Double Tree by Hilton Charlottesville  
990 Hilton Heights Road  
Charlottesville, Virginia 22901

<http://www.cpe.vt.edu/reg/vdoe-bab/>

**Richmond (July 22, 2015)**

Crowne Plaza Richmond Downtown

555 East Canal Street  
Richmond, Virginia 23219  
<http://www.cpe.vt.edu/reg/vdoe-bab/>

**Manassas (August 13)**

Best Western Battlefield Inn  
10820 Balls Ford Road  
Manassas, Virginia 20109  
<http://www.cpe.vt.edu/reg/vdoe-bab/>

**Fredericksburg (August 18)**

Fredericksburg Hospitality House  
2801 Plank Road, Central Fork  
Fredericksburg, Virginia 22401  
<http://www.cpe.vt.edu/reg/vdoe-bab/>

If you have questions or need additional information, contact Ellen J. Harrison, educational specialist, Office of Special Education Instructional Services, via e-mail at [Ellen.Harrison@doe.virginia.gov](mailto:Ellen.Harrison@doe.virginia.gov) or telephone (804) 225-2709.

SRS/EH/dj