



COMMONWEALTH of VIRGINIA  
Department of Education

November 8, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Functional Behavioral Assessment and Behavior Intervention Plan, 2-Part Series**

The Virginia Department of Education (VDOE), Office of Special Education Instructional Services, will offer a two-part training series on how to conduct a Functional Behavioral Assessment (FBA) and develop a positive Behavior Intervention Plan (BIP). The content for the two-part workshop series is as follows:

Day 1/Part 1: Critical Issues of Discipline for Students with Disabilities

This session will explore a number of issues that affect how students with disabilities are disciplined. Participants will also review procedures specific to students with disabilities (i.e., manifestation determination review, in-school suspension, out-of-school suspension, Functional Behavioral Assessments and Behavior Intervention Plans). Finally, the training will provide participants with an overview of a three-tiered approach to addressing challenging behavior in Virginia's public schools.

Day 2/Part 2: Conducting Functional Behavioral Assessment and Developing Effective, Positive Behavior Intervention Plans

This session 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.

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.

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.

The two-part training series is designed for a) school division personnel who are not familiar with the FBA/BIP process and b) school division personnel who are not receiving Positive Behavior Intervention and Supports (PBIS) from the VDOE Training/Technical Assistance Centers (T/TACs). Those who register must attend both sessions. The FBA/BIP team trainings have been arranged as follows:

- [Regions 1 & 8](#):  
Tuesday, January 7, 2014 and Wednesday, January 22, 2014  
**Registration Deadline: December 9, 2013**

John Tyler Community College  
13101 Jefferson Davis Highway  
Nicholas Center  
Chester, VA 23831

- [Regions 2 & 3:](#)  
Thursday, January 9, 2014 and Monday, January 27, 2014  
**Registration Deadline: December 9, 2013**  
Marriott Newport News at City Center  
740 Town Center Drive  
Newport News, VA 23606
- [Region 4:](#)  
Wednesday, December 11, 2013 and Friday, January 17, 2014  
**Registration Deadline: November 27, 2013**  
Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401
- [Regions 5, 6, and 7:](#)  
Tuesday, December 10, 2013 and Wednesday, January 8, 2014  
**Registration Deadline: November 27, 2013**  
James River Conference Center  
400 Court Street  
Lynchburg, VA 24504

If you have any questions or need additional information, please 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 by telephone at (804) 225-2709.

PIW/EH/dj