Identified Students -Procedure to Determine When to Do an FBA?

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| **Identified student who have behavior concerns documented on their IEP** | **Identified student who DO NOT have behavior concerns documented on their IEP** |
| STEP 1: Have Tier II interventions been implemented? | STEP 1:Have Tier II interventions been implemented? |
| If yes:proceed to STEP 2 initiate FBA/BIP | If no:Implement appropriate Tier II interventions for example; BSP, CICO, Skill Targeted Short-term Group, etc. | If yes:proceed to STEP 2 initiate FBA/BIP | If no:Implement appropriate Tier II interventions for example; BSP, CICO, Skill Targeted Short-term Group, etc. |
| UNLESS the student has been suspended for 5 consecutive days OR 10-days total in which case proceed to FBA/BIP | UNLESS the student has been suspended for 5 consecutive days OR 10-days total in which case proceed to FBA/BIP |
| STEP 2: To Initiate FBA, **contact the building sub-CSE chairperson** who will then generate Prior Written Notice and FBA consent **from IEP Direct** (using the step-by-step directions included in attached guidelines) and mail directly to parent/guardian. |
| STEP 3:Utilize FBA Planning Worksheet to develop the FBA document within 60 calendar days of receipt of written consent. |
| STEP 4:Building team meets at the completion of the FBA to:* Review the assessment
* Amend the student’s IEP to reflect the need for a BIP, if determined to be appropriate as based on the results of the FBA.
* Add to the IEP that the FBA was completed and the date completed. (under “Evaluations”)
* If a BIP is found to be warranted the IEP will additionally be amended to reflect this (under “Supplementary Aids”)
* Complete Initial FBA Review Form and file at HGHS
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