

# Sumter County SPEDucator

October 2016

THANK YOU!

- Mrs. Artis-Lewis** for working extra hard to clear up eligibility reports quickly in response to disproportionality concerns.
- Mrs. T. Davis** for monitoring the status of eligibility reports and following up to make sure all records are correct.
- Mrs. Evans** for recognizing errors/missing information in eligibility reports and taking steps to make corrections quickly.
- Mrs. Harris-Yates** for completing eligibility assessments for another case manager's students.
- Mr. Jones** for collaborating with parents, general education teachers and administrators to schedule referral meetings.
- Mrs. Ashley** for being a team player by assisting colleagues with eligibility evaluations and being flexible.
- Mrs. Lightfoot** for scheduling meetings and completing evaluations in order to correct eligibility report errors.
- Mrs. Luke** for assisting colleagues with the referral and evaluation processes and providing help with assessments.
- Ms. Nicholson** for turning in paperwork on time and maintaining a positive and cooperative attitude at all times.
- Mrs. Pritchett** for consistently seeking to improve practices and not being afraid to ask questions.
- Ms. F. Sharp** for taking steps to quickly clear up eligibility reports in response to disproportionality concerns.
- Ms. S. Sharp** for being relentless in doing whatever is necessary to make sure our students get what they need.
- Ms. Scott** for going beyond the call of duty by taking steps to correct eligibility errors on another teacher's caseload.
- Mrs. Thomas** for taking steps to correct eligibility errors quickly in response to disproportionality concerns.
- Ms. Wade** for communicating with all special education teachers to ensure our records are correct and up to date.

Let us **NOT**  
*become weary*  
 in **DOING GOOD**  
 FOR **PROPER TIME**  
 AT THE *we will reap a harvest*  
 if we **DO NOT GIVE UP**  
 Galatians 6:9

# 230

SUMTER COUNTY SCHOOL SYSTEMS  
CHILD COUNT ON OCTOBER 3, 2016.

<i>What's going on?</i>	
Monday 10/3	LJHS vs. Choctaw County
Tuesday 10/4	SCHS volleyball at Central Board Meeting
Wednesday 10/5	Curriculum and Instruction Quarterly Meeting – Mrs. White out
Thursday 10/6	SCHS volleyball vs. Demopolis
Friday 10/7	SCHS @ Demopolis
week of 10/10 – 10/14	BIP review meetings
Tuesday 10/11	8:00 – 11:00 YWEJHS meetings 12:00 – 3:00 KJHS meetings Child Count corrections must be completed
Wednesday 10/12	12:00 – 3:00 NSJHS meetings
Thursday 10/13	8:00 – 11:00 SCHS meetings 12:00 – 3:00 LJHS meetings SCHS volleyball vs. Choctaw County
Friday 10/14	SCHS vs. Calera
Monday 10/17	ALA-CASE Conference – Mrs. White out
Tuesday 10/18	ALA-CASE Conference – Mrs. White out SCHS volleyball area tournament
Wednesday 10/19	ALA-CASE Conference – Mrs. White out
Thursday 10/20	Report Cards Annual Goals Progress Reports
Friday 10/21	Ms. Farrell (ALSDE gifted specialist) providing technical assistance at Central Office
Tuesday 10/25	Head Start meetings
Wednesday 10/26	Fall Break
Thursday 10/27	Fall Break
Friday 10/28	Fall Break

# IMPROVE YOUR PRACTICE

**FUNCTIONAL BEHAVIORAL ASSESSMENTS** and **BEHAVIOR INTERVENTION PLANS** can be important tools for ensuring that students are successful at school. FBAs and BIPs should be created and implemented through collaborative efforts by all members of the educational team.

To create and implement a **FUNCTIONAL BEHAVIORAL ASSESSMENT**:

1. Open a Reevaluation for IEP Changes Process in SETS.
2. Invite all members of the IEP team to gather for a meeting.
3. During the meeting, allow all team members to discuss their concerns about the student's behavior. Allow each team member's voice to be heard and document the concerns expressed at the meeting.
4. As a team, pinpoint 2-3 behaviors to be observed across all settings at school and create a plan for observing and documenting the behaviors.
5. Complete the Notice of IEP Team's Decision Regarding Reevaluation documenting the team's decision and plans for action.
6. Ask the parent for consent to collect behavior data.
7. Collect data related to the student's behavior in all school settings over a period of at least 10 days.
8. Review the data and schedule a follow up meeting during which the team will discuss data collected and create a **BEHAVIOR INTERVENTION PLAN** to be implemented during the school day.

To create and implement a **BEHAVIOR INTERVENTION PLAN**:

1. Invite all members of the IEP team to gather for a meeting.
2. Review the data collected during the **FUNCTIONAL BEHAVIORAL ASSESSMENT**. What patterns does the team notice? Based on the data, what interventions could prevent the behavior from occurring? What reinforcers could be used to reward the student for appropriate behavior? What reminders could be used to prompt the student to control his/her own behavior?
3. As a team, create a **proactive** plan focused on **preventing** misbehavior before it happens. Much like with an IEP, bringing a draft BIP to the meeting can be helpful in making sure time is used effectively and efficiently during the meeting.

An effective BIP typically includes

- strategies for **teaching** appropriate behavior to the student
  - strategies for **reminding** the student of appropriate behavior
  - strategies for **rewarding** appropriate behavior
  - strategies for **responding** to inappropriate behavior
  - a clear plan for communicating with all members of the team as the plan is implemented
4. Have members of the team document their participation in the plan's creation and their understanding of how to implement the plan by signing the BIP's signature page.
  5. Review the BIP with ALL of the student's teachers and related services providers. Document the review of the BIP with all appropriate personnel by having everyone sign a Persons Responsible for IEP Implementation form.
  6. Upload a copy of the BIP in SETS in Documents.
  7. Complete all forms in SETS and send originals to Central Office.
  8. Implement the BIP in all settings and monitor student's behavior.
  9. Review the BIP every 45 days to discuss the plan's effectiveness and make adjustments as needed. \*The BIP can be amended at any time based on the team's input, but **MUST** be reviewed at least every 45 days.\*

## REFERRAL REMINDERS

**PARENT REFERRALS** require that we schedule a meeting to hear the parent's concerns.

Contact Central Office when referrals are received so students can be added in SETS.

Data to be reviewed at **ALL** referral meetings:

- attendance information
- latest report card
- latest progress report
- current work samples
- state testing information
- behavior information
- discipline referrals
- cumulative records
- assessment results
- RtI information (if applicable)