

## Behavior Improvement Team Steps

1. Student is **referred** to BIT team
  - a. Refer students are below the **7<sup>th</sup> percentile**, or **significantly below peers**.
  - b. Referring teacher fills out **C-0 form Teacher Request for Assistance** and turns it in to the counselor
2. Prior to First BIT Team meeting
  - a. Counselor places student on agenda and e-mails teacher when to attend meeting.
  - b. Assign a Intervention Manager (BIT team Member)
  - c. Intervention Manager completes file review portion of form **C-1 Problem Identification Summary Form – EDIT ALL FORMS**
  - d. Intervention Manager conducts a brief interview with the referring teacher in order to agree on a prioritized problem and discrepancy statement.
  - e. Referring teacher compiles data to bring to the meeting
3. First BIT Team Meeting
  - a. Begins with a statement of the discrepancy
  - b. Complete **C-2 Problem Analysis Form**.
  - c. Pick one Hypothesis to focus on.
  - d. Decide which BIT team members will collect the additional information needed to formulate a plan. This may include additional file review, observations, interviews, or tests that may be documented on forms **C-2** or **C-3**.
  - e. Student is put on agenda for next week's meeting.
4. Next BIT Team Meeting
  - a. Discuss data that was collected
  - b. **Complete C-3 Plan Development form**
  - c. Decide which BIT team member will make observation of intervention.
  - d. Put student on agenda for review on date determined.
5. Review of **1<sup>st</sup> intervention**
  - a. Have referring teacher and manager share student graph and discuss intervention.
  - b. **Complete C-4 Plan Implementation and C-5 Plan Evaluation forms**
  - c. Intervention is successful:
    - i. Decide if intervention will be continued and date when it will be reviewed again or
    - ii. Not continue intervention because there is no longer a concern. (Records to Cum File.)
  - d. Intervention is not successful:
    - i. Revisit the **C-2** problem solving form.
    - ii. Complete **C-3 form** for 2<sup>nd</sup> intervention, and
    - iii. Determine which BIT team member will observe intervention
6. Review of **2<sup>nd</sup> intervention**
  - a. Have referring teacher and manager share student graph and discuss intervention.
  - b. **Complete C-4 and C-5 forms**
  - c. Intervention **is** successful:
    - i. Decide if you will continue with intervention and date when it will be reviewed again or
    - ii. Not continue intervention because there is no longer a concern. (Records to Cum File.)
  - d. Intervention **is not** successful:
    - i. Revisit the **C-2** problem solving form.
    - ii. Complete **C-3** form for 3<sup>rd</sup> intervention, and
    - iii. Determine which BIT team member will observe intervention or
    - iv. **Refer to SST**