

School Based Intervention Team (SBIT)

A. In General

Each principal shall establish a formal School Based Intervention Team (SBIT)

B. Purpose

The SBIT provides a school-based mechanism to enable staff to meet the needs of students within the school who are having difficulty in the educational setting. The SBIT is child-centered and is designed to facilitate a process that results in the implementation of pre-intervention strategies, accommodations, services, and interventions that will enable the student to be successful in school.

C. SBIT Membership

In order to be effective, membership must include:

1. the referring source, as appropriate except when the referring source would breach the confidentiality of the student;
2. teachers (general and special education);
3. the principal or principal's designee;
4. specialists with expertise in areas such as gifted education, reading, special education, curriculum, Title I, at-risk programs, or student personnel services;
5. School Based Intervention Chair.

SBIT membership may also include:

1. the student's parents even if a parent is not the referring source;
2. other staff members with specialized training or specific knowledge related to the student's problem/needs such as a psychologist, physical therapist, school counselor, occupational therapist, speech/language pathologist, school social worker and school nurse.

D. SBIT Procedures

Editor's Note: See Virginia Department of Education,
"Procedures for Child Study Committees
Operating in Virginia" (November, 1993).

See also (State) Supts. Memo No. 1, February 11, 1994

E. Scholastic Records and Confidentiality

1. Definitions
 - a. "Scholastic records" means those records that are directly related to a student and are maintained by the division or by a party acting for the division. These include, but are not limited to, documentation pertinent to the educational growth and development of students as they progress through school, student

disciplinary records, achievement and test data, cumulative health records, reports of assessments for eligibility for special education services, and Individualized Education Programs. Excluded are a notice of adjudication or conviction received by a superintendent which is not school-related, and records of instruction, supervisory, administrative, and ancillary educational personnel, that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

b. "Disclosure" means permitting access to or the release, transfer, or other communication of scholastic records, or the personally identifiable information contained in those records, to any party, by any means including oral, written, or electronic means. Personally identifiable information from a student's record may not be disclosed without parental consent unless the federal and state regulations allow such disclosure.

c. "Personally identifiable information" means the name of the student, student's parents, or other family members; the address of the student; personal identifier, such as the student's social security number or student number; a list of personal characteristics which would make it possible to identify the student with reasonable certainty; or other information which would permit reasonably certain identification of the student.

2. Confidentiality

If the SBIT is composed only of licensed personnel within the school or school division, parental consent is not required prior to disclosure of personally identifiable information from the student's records to members of the committee. However, unless an applicable exception can be found in the regulations, if an individual from another service agency, such as Department of Rehabilitative services or Social Services, is invited to attend and participate in the SBIT then written parental consent must be obtained before information from the student's record can be discussed or otherwise disclosed. SBIT members who obtain information shall protect the confidentiality of such information. It should not be shared with other school board employees unless those persons are determined by the SBIT to have a legitimate educational interest in the student.

Adopted: November 17, 1997

Amended: September 21, 2015

Reg. Authority: 1994

Virginia Department of Education, Regulations. "Governing Special Education Programs for Children with Disabilities in Virginia" at P. 16 (January, 2010).