

5b3. Behavior Incident (BIRS) Procedure

- Created 10/25

When to Complete a BIR:

You must complete a BIR when a child engages in any of the following behaviors:

- Aggression toward another child or adult that causes physical pain or harm (e.g., hitting, kicking, biting, scratching, screaming)
- Elopement from the classroom, playground, or group without responding to adult direction
- Self-injury that could cause serious harm (e.g., severe head banging, self-biting, climbing up on shelves)
- Destruction of materials or furniture that may result in harm to the child or others. (e.g. knocking chairs or shelves over)

You should also complete a BIR if a child continues to engage in persistent problem behavior that:

- Occurs despite your efforts to redirect or guide the child using appropriate classroom strategies.
- Is ongoing and not developmentally typical, particularly if the behavior is repetitive and resistant to classroom management strategies.

Examples include:

- Frequent tantrums
- Inappropriate or aggressive language
- Repeated hitting or physical aggression
- Intentional destruction of items
- Severe disruptive behavior that affects the learning environment

Do not complete a BIR for isolated or developmentally expected behaviors (e.g., a 3-year-old grabbing a toy).

Steps for Completing the Form

1. **Complete the BIR as soon as possible** after the incident to ensure accuracy and recall of relevant details.
2. For first-time reports:
 - Fill in the child's demographic information at the bottom of the form.
 - This information is needed to enroll the child in the BIR system.
3. Use identifiers instead of names:
 - Enter the Child ID# from Child Plus
 - Enter your Classroom ID# instead of teacher name
4. Submit one form per incident, even if multiple behaviors occur. If multiple behaviors are involved, report the most intrusive one.

- If another behavior incident occurs later the same day, complete a second form.
- 5. Distribute copies:
 - Scan to your School Readiness Specialist and Health Coordinator or send via interoffice mail.
 - Keep a file of all the BIR submitted and shred at the end of the year.
- 6. Document the incident in GOLD Assessment:
 - Provide an objective summary of what happened
 - Note what helped the child become successful
- 7. Analyze the behavior data and include your insights in your Education Monthly Staffing Updates. Consider the following:
 - What time of day is the behavior most likely to occur?
 - During what activities does the behavior arise?
 - Is the behavior directed toward peers or adults?
 - Does the behavior seem to result from requests/demands or is it attentionseeking?
 - What strategies or environmental changes could help this child succeed?