

SCHOOL BASED TEAMS

A school-based team is an on-going team of school-based personnel which has a formal role to play as a problem-solving unit in assisting classroom teachers to develop and implement instructional and/or management strategies and to coordinate support resources for students with special needs within the school.

1. The School Principal is responsible for ensuring that the School Based Team is operating effectively in their school. This includes ensuring that:
 - a. a chairperson is appointed for the School Based Team;
 - b. the School Based Team is meeting regularly, at least once every two weeks;
 - c. the schedule for School Based Team meetings is distributed to all staff;
 - d. staff attend School Based Team meetings as required, as detailed in this Administrative Procedure;
2. The School Based Team is responsible for:
 - a. Planning and coordinating services for students in the school with diverse learning needs;
 - b. Providing opportunities for consultation with classroom teachers on instructional and classroom management strategies;
 - c. Supporting teacher in implementing appropriate strategies to support diverse learning needs;
 - d. Identifying the need for referral, and initiating the referral, to district-based supports such as:
 - i. Speech language pathology;
 - ii. Occupational therapy;
 - iii. Physiotherapy;
 - iv. School psychology (i.e. Level C assessment);
 - v. Behaviour consultant;
 - vi. Counselling;
 - e. Identifying the need for referral, and initiating the referral, to community supports and organizations;
 - f. Determining follow-up actions and assigning responsibility for those actions;
 - g. Monitoring the effectiveness of actions and interventions;

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3. School Based Teams will operate in a spirit of partnership and consultation with parents and guardians. School staff will inform parents / guardians of any referrals of their student to the School Based Team, and parents / guardians are welcome to attend the School Based Team meeting when their child's needs are being discussed.
 4. School Based Team meetings will be conducted in a manner than is student-centered, positive, and solution-oriented.
 5. The School Based Team must include the following members:
 - a. School Principal;
 - b. Learning Assistance Resource Teacher;
 - c. Counsellor;
 - d. Youth and Childcare Worker;
 - e. Classroom teacher;
 - f. Education Assistant(s) working directly with the student;
 - g. Staff making the referral (if different from above).
 6. The following staff members should be invited as appropriate to the needs of the student:
 - a. Indigenous support worker(s)
 - b. District specialist service providers (OT, SLP, etc.);
 - c. Teacher of the Deaf / Hard of Hearing;
 - d. District Inclusion consultant.
 7. At the first School Based Team meeting of the school year, the Principal will appoint a chairperson. The chairperson:
 - a. Sets the agenda for meetings and distributes the agenda prior to the meeting;
 - b. Chairs the meeting and ensures that meeting norms are followed;
 - c. Collects referrals, ensures referrals are complete, and schedules referrals into School Based Team meetings;
 - d. Informs the all required members of the School Based Team (teachers, support staff, invited district staff) of the subject and date of the referral;
 - e. Invites the parent / guardian to attend the School Based Team meeting, and documents the date and time of the invitation;
 8. At the first School Based Team meeting of the school year the team will appoint a Note-Taker. This note-taker:

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- a. Will not be the chairperson;
 - b. Keeps notes using district School Based Team minute forms, recording discussion, solutions, and action items for follow-up;
 - c. Ensures that notes for individual students are kept separate to ensure confidentiality;
 - d. Files notes in the student's (i) Inclusive Education file (if the student has an Inclusive Education designation), or else (ii) Student file (if the student does not have an Inclusive Education designation);
 - e. Distributes the notes to the members of the School Based Team.
9. Any staff member may make a referral to the School Based Team. Parents / guardians may request a referral to the School Based Team.
10. Referrals to the School Based Team should be initiated promptly when concerns about a student's learning progress, behaviour, mental health, or attendance arise.
11. Referrals to the School Based Team will be made on the School Based Team referral form.
12. School Based Team meetings are distinct from Individual Education Plan (IEP) planning meetings.