

## **District School Based Team Procedures**

(See Administrative Procedure 207 for more detailed information, sample agenda etc.)

### **1. Schedule and referrals**

- School Based Teams will meet consistently at the same time each week.
- There should be a consistent weekly cut-off day for referrals so staff are aware of when to refer and when to be available to attend as needed.

### **2. Chairperson and Secretary/notetaker:**

- An assigned chairperson will ensure consistent leadership at meetings.
- The chairperson manages the standing agenda and keeps the team on task.
- The chairperson takes the lead in answering questions and sharing information on staff.
- An assigned secretary/notetaker ensures all recommendations are recorded. These notes are kept on record and shared out among appropriate staff at the end of each meeting.
- The secretary/notetaker ensures a copy of the notes is given to the referring teacher and the parent.

### **3. Keep a standing agenda and norms:**

- A standing agenda will exist at each school.
- Each meeting will begin with the previous week's referrals and updates on referred students.
- Meetings will stay student-centered and solution-based.
- SBT will use respectful language when discussing students.
- Meetings will have a time limit, as well as a limit for referrals per week. , limit of referrals, input from all parties (especially the teacher who's program may be receiving the student).

### **4. File Reviews and parent contact.**

- The referring teacher/counsellor (or designate) will do a file review prior to the SBT meeting, as part of the referring process.
- Parents must be notified that their child is being referred to SBT. Parents are welcome to attend SBT if they wish.

### **5. Recommendations**

- The referring teacher should present the concerns as well as interventions attempted.
- Any recommendations will be recorded and given back to the referring teacher, parent, and discussed with the student.