E. SCHOOL BASED TEAM

In order to respond to student need, every school will have a School Based Team (SBT) supported by the school administration and staff.

Any teacher, parent or Student Support Services staff may refer a student to the School Based Team (SBT). In secondary school, students may refer themselves. Where specialist teachers are involved with the student, it is expected that collaboration and consultation will have already occurred and teachers will participate in the School Based Team (SBT) referral process and in the School Based Team (SBT) meeting.

What is a School Based Team?
A School Based Team (SBT) is an on-going collaborative problem-solving unit of school personnel. The School Based Team (SBT) meets regularly to assist classroom and/or subject teachers to develop and implement instructional strategies that support student learning aligning with the Pyramid of Intervention framework.

Who is on the team?
The School Based Team (SBT) includes a core group of regular members, including the school administrator or designate, the Learning Assistance Teacher and a school counsellor. The referring classroom/subject teacher is a key member when his/her student is being discussed. Parents shall be invited to be members of a school based team that is established for their child. Others, such as specialist teachers, Student Support Services staff or community agencies, may be invited to attend a meeting when appropriate.
The administrator (chair) ensures there are resources available, encourages teachers to access the team, provides positive support to all team members and ensures due process and department policy has been implemented.

**What does the School Based Team do?**

Upon the request of the referring teacher, parent, or the student, the School Based Team (SBT) shares information and problem solves learning concerns to increase a student’s opportunities for success. The team, in conjunction with the student’s teacher(s), determines an appropriate action plan and monitors the progress of the plan.

The School Based Team (SBT) recommends additional programming or strategies, identifies the need for additional services and/or initiates referrals to access other school, department or community services. The team can also initiate or facilitate interagency planning and service delivery for specific students. To facilitate School Based Team (SBT) referrals, the classroom/subject teacher follows the identified process by each individual school.

**Roles in School Based Team Meetings**

The Administration (Chair) has a key role in ensuring that meetings are efficient and productive. The Chairperson should encourage participation and contributions of all team members so that essential issues are clarified and summarized. The chairperson also facilitates development of practical action plans that align with the Pyramid of Intervention framework. The chairperson will ensure
that the meeting will conclude on time and that minutes are maintained, filed and reviewed at next scheduled meeting.

The Learning Assistance Teacher (LAT) provides management services, including relevant documentation, to run an efficient meeting. This ensures accountability and improves chances for successful implementation of the action plans. The LAT prepares the agenda and relevant materials for distribution. The LAT checks in with those who have been assigned a responsibility or a follow up action.

The referring teacher's role includes providing documentation about the problem and the interventions already attempted. At subsequent meetings, the teacher reports back on the progress of new intervention strategies providing data to demonstrate progress.

School Based Consultation with Student Support Services Staff
When the School Based Team (SBT) is concerned about a student, they may consult with the pertinent Student Support Services staff. School Based Teams (SBT) may invite Student Support Services staff to attend meetings. Consultation may include clarifying questions about referrals and supporting the school's decision-making process. Some examples include identifying appropriate interventions, reviewing student progress, facilitation referrals to community agencies, determining the need for further assessment, and support with prioritization.
School Based Team Meetings/Reviews

The School Based Team (SBT) conducts regularly scheduled meetings in order to address new referrals and review students already on Learning Plans or Individual Education Plans. Regular reviews enable the School Based Team (SBT) to keep up-to-date regarding students on learning plans to determine if the allocation of resources is appropriate to implement the plans and to monitor the effectiveness of the plans.