



4.2 School- and District-Based Team Overview

WHAT IS A SCHOOL-BASED TEAM?

A school-based team (SBT) is a team of people that help a student to meet their learning goals. Each member has a formal role to play as a problem-solving unit in assisting classroom teachers to develop and implement instructional strategies and to coordinate supports and resources for students with challenges. The team meets in both scheduled and on an as needed basis.

Agendas should be shared 3 - 5 days prior to a meeting to allow all staff to prepare for the meeting. During the meeting, the inclusion support teacher (IST) or designate will take minutes. The minutes will be shared with parties attending the meeting, with a copy placed in the student's file.

SBT Referral Form

Each school will use a SBT referral form for staff to refer a student for the SBT process. Schools can use their own form or may choose to use the template provided.

SBT Meetings

When a student is having challenges at school, they may be referred to the SBT. The SBT is a team of school-based personnel who assist the classroom teacher in developing and implementing instructional strategies. The IST or designate is responsible for gathering information about a student and presenting this information at SBT meetings.

The SBT usually includes the principal or vice-principal, an IST, the school counsellor, the classroom teacher, and possibly an Education Assistant (EA). The classroom teacher, parent/guardian(s), or principal may initiate the meeting. This meeting will occur monthly or as needed and will have a problem-solving focus.

The purpose of the SBT referral is to review a student's strengths and challenges, and to decide the steps that might be taken to ensure that the child develops their potential.

WHAT IS A DISTRICT-BASED TEAM?

A district-based team (DBT) is a team of people that helps the SBT. Each member has a formal role to play as a problem-solving unit for schools to develop and implement instructional and/or management strategies and to coordinate resources for students and schools. The team meets in both scheduled and on an as needed basis.

DBT Referral Form

SBT's will use a DBT referral form to refer a student for the DBT process. SBT's can use their own form or may choose to use the template provided.



DBT Meetings

These meetings can consist of district inclusion support teachers (DIST), psychologists, Aboriginal education district principal, manager of safe schools, mental health and addictions coordinator, assistant superintendent, inclusive education, and other staff as invited.