



## SCHOOL BASED TEAM

Responsibility:	<i>Superintendent, Student Achievement &amp; Well-Being</i>
Legal References:	<i>Personal Health Information Protection Act Municipal Freedom of Information and Protection of Privacy Act</i>
Related References:	<i>Nil</i>
Revisions:	<i>March 2016</i>
Reviewed:	<i>March 2016</i>

### 1. Preamble

The procedures that follow provide guidelines and expectations for the implementation of a School Based Team.

### 2. General

2.1 Each school, through its School Based Team (SBT), is required to track its students, identify student needs, and identify appropriate responses to these needs. This is done with involvement from the parent community. Through this process, schools determine which board programs and services and which community services need to be accessed.

### 3. Procedure

3.1 Development of a SBT is the responsibility of the principal. Membership consists of principal (or designate), special education resource teacher (SERT), appropriate division classroom teachers, guidance representation as appropriate and relevant multi-disciplinary team members as determined by the principal based on the presenting concerns of the student to be discussed.

3.2 A SBT meeting schedule is developed and shared with staff.

3.3 A process of accessing SBT support is developed and shared with staff.

3.4 Students are referred to the SBT through classroom teacher(s). Parents are notified that their child is being discussed at a SBT meeting and who is involved in the SBT discussion.

3.5 The SBT and appropriate teachers review student needs and develop an Action Plan of support. This Action Plan would include the process of communication with parents. Refer to the Special Education Process Support Flowchart included on page two of this procedure.

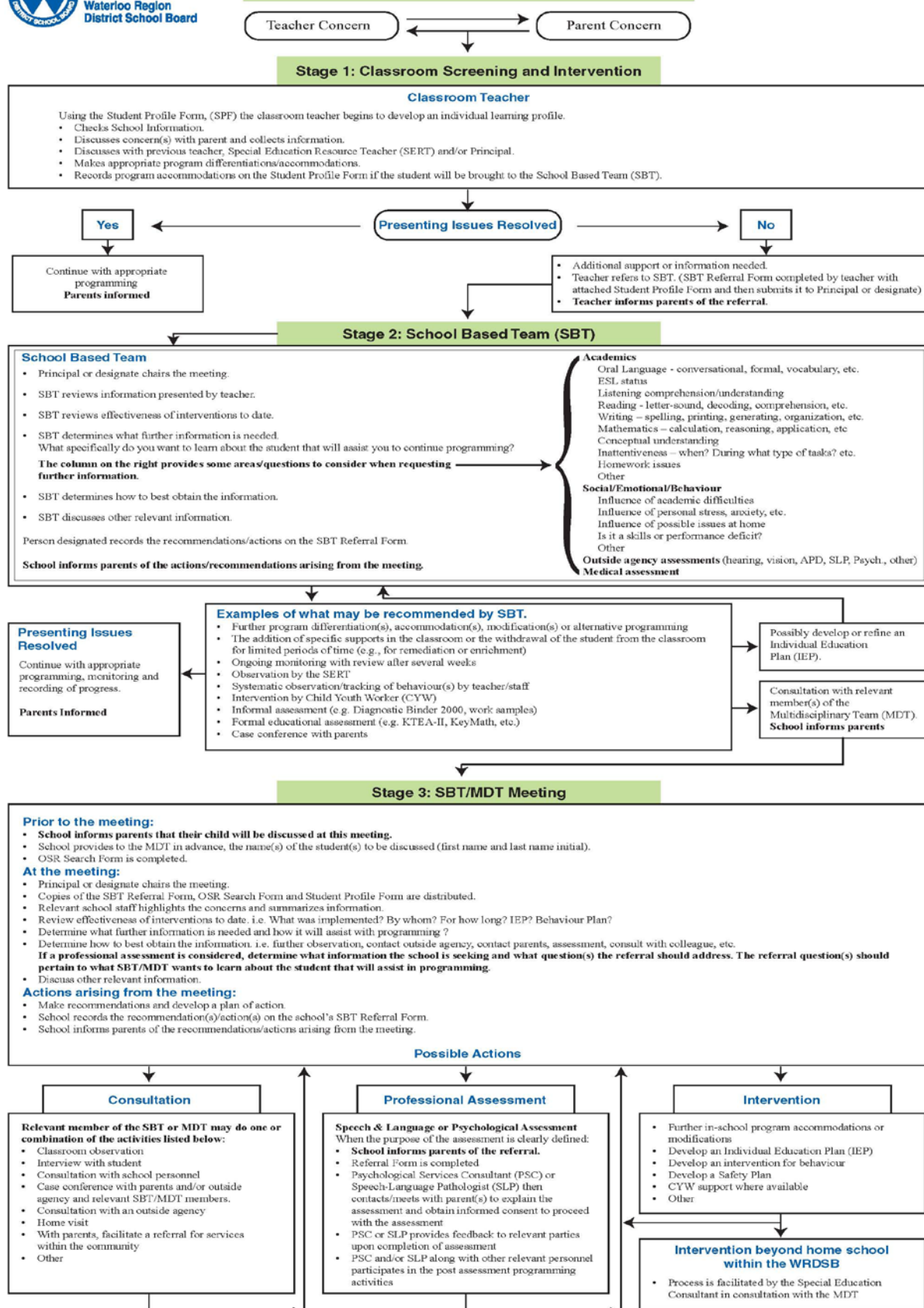
3.6 The SBT reviews effectiveness of intervention.

3.7 The SBT has responsibility for supporting the teacher and accessing additional supports as required.

3.8 The SBT develops school procedures for implementation of IEP and IPRC as per Board directives.

## Learning Services Support Process Flowchart

Appendix A



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