



# AP 207 - School Based and District Based Teams

Credit: Abbotsford School District

## Background

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The purpose of this procedure is to establish the terms of reference and standards for School Based Teams and the District Based Team.

### Procedures

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The following guidelines reflect current best practices to ensure the highest standard of School Based Teams. It is the principals' responsibility to ensure that these standards are met.

1. Definition of School Based Team  
An on-going team of school based personnel which have 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 within the school.
2. Purpose of the School Based Team  
The SBT is responsible for the following:
  - 2.1 Planning and coordinating services and resources in the school for students with diverse learning needs
  - 2.2 Providing opportunities for consultation with teachers on possible classroom strategies
  - 2.3 Supporting teachers in implementing appropriate strategies for students
  - 2.4 Identifying the need for additional district or community services and initiating appropriate referrals
  - 2.5 Facilitating inter-ministerial planning and service delivery within the school
  - 2.6 Ensuring a case manager is assigned to all designated students
  - 2.7 Other duties such as setting class lists, setting school wide assessment requirements and of school wide assessment date to inform programming, regular review of high risk students' progress and attendance etc.
3. School Based Team Meeting Norms
  - 3.1 SBT members develop meeting norms which are communicated to all staff and reviewed at least yearly
  - 3.2 The norms ensure the SBT meetings are student centered, positive and solution based (respectful language, limited number of referrals, input from all parties allowed, rules regarding electronics at meetings, etc.)
4. Membership in School Based Teams
  - 4.1 The School-Based Team (SBT) **must** include the following members:
    - 4.1.1 Principal and/or vice-principal
    - 4.1.2 School Based counsellor (middle and high schools)
    - 4.1.3 Learning Support Services teacher(s)
    - 4.1.4 Staff member making the referral



- 4.2 The School Based Team **should** also include:
  - 4.2.1 Classroom teacher(s) representatives
  - 4.2.2 English Language Learners teacher(s)
  - 4.2.3 School-Based Youth Care Worker
  - 4.2.4 Cultural Education Support Workers/Aboriginal
  - 4.2.5 Others depending on the school size and staff
- 4.3 The School Based Team **may** also include, as needed:
  - 4.3.1 Education Assistants
  - 4.3.2 District Inclusive staff, (itinerant counsellor, district psychologist, speech and language, pathologist, itinerant youth care worker, etc.)
  - 4.3.3 Representatives from community services or other ministries
  - 4.3.4 Other individuals who have pertinent information about the student
5. Schedule of meetings
  - 5.1 Highly effective School Based Teams have a regularly scheduled meeting time and place, generally weekly
  - 5.2 The schedule is determined at the beginning of the year and communicated clearly to all school staff
6. Roles on School Based Teams
  - 6.1 The School Based Team Chairperson
    - 6.1.1 Is chosen at the first meeting of the year and continues in that role for the school year
    - 6.1.2 Sets the agenda and distributes it to SBT members prior to the meeting (see AP 207.2 School Based Team Meeting Agenda)
    - 6.1.3 Chairs the meeting and ensures meeting norms are followed
    - 6.1.4 Sets a time frame for the meeting and ensures the meeting starts and ends on time
    - 6.1.5 Collects the referrals from teachers in the school, ensures the referrals are complete with necessary paperwork and completed file review
    - 6.1.6 Informs the teachers when to attend the meeting to discuss the referral
  - 6.2 The School Based Team Note Taker
    - 6.2.1 A member of the committee who is NOT the Chairperson
    - 6.2.2 Keep notes to ensure discussions, decisions and solutions are recorded (see AP 207.3 School -Based Team Notes on Referral)
    - 6.2.3 Ensure that the notes on individual students are kept separate to ensure confidentiality and for easy filing (see AP 207.3 - Meeting Notes)
    - 6.2.4 File notes into a binder or computer file which can be shared with the team (including the referring teacher)
    - 6.2.5 Ensure the meeting notes are distributed to members of the SBT, referring teachers and processed in a timely manner.
7. Referrals to SBT (see AP 207-1 School Based Team Referral Form)
  - 7.1.1 Develop a consistent, known date for referrals to be submitted (monthly/weekly) so staff is aware of when to refer and when to be available to attend the SBT meeting as needed.



## 8. Definition of District Based Team

An on-going team of district based personnel which have a formal role to play as a problem solving unit for schools to develop and implement instructional and/or management strategies and to coordinate support resources for students and schools.

## 9. Purpose of the District Based Team

The DBT is responsible for the following:

- 9.1 Planning and coordinating services and resources in the district for students/ staff based on learning needs
- 9.2 Providing opportunities for consultation with schools on possible classroom strategies
- 9.3 Supporting schools in implementing appropriate strategies for students
- 9.4 Identifying the need for additional district or community services and initiating appropriate connections
- 9.5 Facilitating inter-ministerial planning and service delivery for the school and/or district
- 9.6 Ensuring a case manager is assigned to all designated students
- 9.7 Other duties such as: indefinite Suspension reviews, critical incident reviews, VTRA reviews, organizing presentations, identifying the need for learning resources and/or equipment and identifying Pro-D opportunities

## 10. Referrals to DBT (see AP 207-2 School Based Team Notes on referral)

10.1.1 Develop a consistent, known date for referrals to be submitted (monthly/ weekly) so staff is aware of when to refer and when to be available to attend the DBT meeting as needed.

Associated AP 200 forms:

- AP 207.1 School Based Team Referral Form
- AP 207.2 School Based Team Meeting Agenda
- AP 207.3 School Based Team Notes on Referral
- AP 207.4 District Based Team Meeting Agenda
- AP 207.5 District Based Team Notes on Referral