

Planning
Collaboration Growth
Support Community Caring

School-Based Team Meetings

Teamwork Sharing Partners
Relationships Inclusion
Together

Helpful Information for Parents and Guardians

What is a school-based team?

A school-based team is a core group of staff within a school who meet on a regular basis to problem solve, make suggestions, and plan interventions for students who are struggling with any aspect of their education.

Who attends a school-based team meeting?

In general, the following people attend school-based team meetings:

- Principal and/or vice principal
- Learning assistance teacher and/or resource teacher
- Classroom teacher(s)
- School counsellor
- Student's parents or guardians
- Student (in consultation with the student's parent or guardian)

Parents and guardians may choose to invite a student/family support person or advocate to the meeting. If you are attending your first school-based team meeting, having a supportive friend or family member with you may help you feel more comfortable.

Schools may also invite additional school or district staff members to the meeting to help create a plan to support the student.

How is a student referred for a school-based team meeting?

A school-based team meeting can be requested by a teacher, school counsellor, principal or vice principal, or a student's parent or guardian.

After a meeting has been requested, a member of the school-based team will contact the student's parent or guardian to schedule a time and date for the meeting. Parents and guardians will always be informed if their child is referred for a school-based team meeting.

If you would like to request a school-based team meeting for your child, please contact the school principal or your child's school case manager.

What will happen during a school-based team meeting?

During a school-based team meeting, team members will discuss a student's progress at school. A student's struggles/stretching and strengths will be reviewed.

When areas where a student may be having difficulty have been identified, the team will brainstorm, problem-solve, and recommend strategies and interventions.



What will happen after a school-based team meeting?

After a school-based team meeting, one of the team members will file and distribute the meeting minutes. These minutes will summarize the main points that were discussed during the meeting and will include a plan to support the student.

Parents and guardians, as well as school staff members that work with the student, will receive a copy of the school-based team meeting minutes.

The strategies and interventions that are recommended by the school-based team will be implemented and monitored.

How can I prepare for a school-based team meeting for my child?

- Talk to your child. Ask them what is working, what is not working, and what they believe could improve for them at school. Ask them what supports they feel they need.
- Think about your child in your home and community setting. What are their strengths, interests and areas of difficulty, outside of the school environment?
- Gather information about any supports that your child may be receiving outside of the school environment (counselling, behaviour/academic support, doctor's advice, prescriptions, etc.). School-based teams strive to coordinate their school services with services provided through our community.
- Write down questions that you may have for the school-based team to help you remember. How is your child doing in class? What are the strengths and struggles/stretches that the school has identified? What supports can the school provide to help your child become even more successful?

My next school-based team meeting is...

Date: _____

Time: _____

Location: _____

What should I bring/prepare?

Who can I contact at the school if I have more questions?

Where can I find more information about school-based teams?

**Chilliwack School District,
Student Services Department**

<https://learningservices.sd33.bc.ca/about-ssc>