

## Tiered System of Supports - Collaboration Phase: Team Membership

### PURPOSE

The purpose of this tool is to offer suggestions on membership and responsibilities for both Tier 2 and Tier 3 teams, which are needed to ensure input and collaboration from a diverse set of stakeholders.

### DIRECTIONS:

The facilitator should use this tool prior to scheduling and conducting a meeting. The membership and roles should be determined at the start of the school year. A copy of this tool should be provided to each standing team member.

### Team Membership

See below for the recommended members for Tier 2 and Tier 3 teams, which incorporate a range of expertise.

Tier 2 and Tier 3 Team Membership		
Member	Expectations for Participating	Examples of Staff
Referring Individual	Presents the key information from the student referral according to the case presentation format and protocol	Any adult in the school Parent
All Teachers on Grade/Department/Team [Tier 2 only]	Attends meetings with regularity, asks probing and clarifying questions, and provides support and expertise in implementation of selected interventions and supports within the classroom	All teachers (including specialists) on a given grade level or department team
Intervention Specialist, Attendance Counselor, Dean of Students, Behavioral Support or Clinical Support [OPTIONAL AT TIER 2]	Has clinical or specialized expertise Helps team members select interventions Provides support as indicated on the support plan	School social worker, psychologist, special education staff, academic interventionist, attendance counselor, dean of students
School Leader [OPTIONAL AT TIER 2]	Supports the overall function of the meeting, including monitoring the fidelity of the process  Provides timely leadership support to make decisions (e.g., changes in student schedule, academic setting, services to be provided on-site, collaboration with caregivers on site)	Principal Assistant principal Instructional coach
Parents/Caregivers of Referred Student [Tier 3 only]	Provides context on the student's family life and personal background  <b>If caregivers are unable to attend the Tier 3 meeting, their input could be included by conducting an interview using the <i>Caregiver Interview</i> tool</b>	Parents Adult family members Legal guardians
Mental Health Agency Representative [OPTIONAL-TIER 3 ONLY]	Provides clinical expertise to the team Provides clinical support to students Makes referrals to the mental health agency as needed	A clinical counselor or therapist from a community-based mental health agency
Other Stakeholders or Community Resources [OPTIONAL-TIER 3 ONLY]	Can reinforce support and/or offer valuable insight into the referred student's strengths and needs	Coach, after-school program counselor or teacher, mentor, etc.