

Team Meeting Protocols

Who Teacher/Facilitator
Teacher Assistant
FACS

Where: Individual classroom sites

When: Weekly

Purpose: To discuss general classroom issues, including attendance, parent concerns, home visits, forms, newsletters, due dates.

Documentation:

- Use the Team Meeting Minutes Form.
- Not to be filed in an individual child's file as this form will not be specific to any one child and may contain information pertaining to more than one child.
- Place one completed form in Team Meeting Notebook and one copy in end of month report.