

Student Support Team Daily Huddle (During Closure)

- 30-45 minutes, every day or every other day
- May be done via conference call, TEAMS video chat, or ZOOM
- Participants may include:
 - Social worker
 - SPIS
 - BIS
 - Psychologist
 - Others as needed (ESS Facilitator, Nurses, Counselors, Liaisons, etc.)

Basic agenda:

10 – 15 minutes: Updates and Trends

- Each member of team shares relevant updates about the work they have been doing.
- Team discusses trends they have observed in student, family, or school needs (based on virtual check-ins with students, etc.)

15 – 20 minutes: Case management

- Team members discuss students they share in common, or that are on multiple people's "radar".
- One member of team designated as point person / coordinator of interventions for that students.
- Other team members share feedback, offer suggestions, identify resources

10 minutes: Problem-solving

- Team members present dilemmas for which they would like to do some collaborative problem-solving

5-10 minutes: Resource-sharing

- Team members share information or newly-discovered resources/best practices that will enhance service delivery during the closure.

Student Support Team Roles and Norms (During Closure)

1. Establish Team Roles

- a. Team Huddle Facilitator/TEAMS invite Guru
- b. Time Keeper Guru
- c. Note Taker/Follow-Up Guru
- d. _____

2. Establish Team Norms

- a. What norms do we want to operate by and uphold as a team?
- b. How are we going to call each other back to our norms without creating harm?
- c. When and how will we seek support from our coaches/district leads?

3. Establish Team Routine

- a. How often will you meet?
- b. What time and for how long will you meet?
- c. What do we hope will be our deliverables at the end of each meeting?