**(Letterhead of School)**

**Student Response Team Meeting**

**Date**

**Time**

**Location**

**Agenda:**

The meeting will be chaired by (Name and Title of person)

1. Introductions of staff, parents and student. (Name of chair)
2. Meeting Procedures Explanation. (Name of chair)
3. Administrator requesting Student Response Team presents facts from the most recent incident.
4. Opportunity for parents, student and Student Response Team members to ask questions of administrator regarding the information presented.
5. Administrator leaves meeting upon answering all questions.
6. Parent and student response to information presented and any other information which they feel is relevant. Parents and student.
7. Student Response Team members ask questions of student and parents to gather information they need to make their decision.
8. Parents and student leave meeting upon verification of phone numbers and when they can expect a call. (Name of chair)
9. Team decision. Vote on recommendation to principal. Neither the parents, student, nor presenting administrator are present for this discussion/vote. The administrative chair does not have a vote.
10. A letter with the result is sent to the parent. Administration
11. Statement Submission:

The parent/guardian may submit a written statement to the principal at the time of the local Student Response Team meeting or within three days of the Local Student Response Team meeting. The principal is to immediately forward the written statement to the Assistant Superintendent’s office for District review.