

## REMOVAL CONFERENCE/HEARING SAMPLE SCRIPT

**Administrator: (STATE why you are meeting)**

*We are meeting to consider whether to remove or otherwise discipline (student's name) who presently is a student at (school).*

**INTRODUCTIONS:** *Everyone present at the meeting please state your name and relationship to the student.*

**RECORDING:** *A tape recording is being made of this meeting (or minutes are being taken). As the principal of the school (or as the principal's designee) I will be, making the decision regarding the removal to a Discipline Alternative Education Program (DAEP/CEP) (or expulsion to the Juvenile Justice Alternative Education Program – JJAEP).*

**NOTIFICATION:** *On (date), the student, parent/guardian, and/or representative were notified of: 1) the removal conference, 2) the reasons for the conference, 3) his/her right to explain his/her version of the incident(s), and 4) their right to participate in the conference.*

**RESULTS:** *My decision will be based upon the findings of this meeting.*

**AUTHORITY TO REMOVE:** *Before a student may be removed to a disciplinary alternative education program (or expulsion to the JJAEP), I must determine that I have reasonable belief that (student's name) committed an offense for which our HISD Code of Student Conduct permits removal. It is my understanding that your child has committed the following offense(s): \_\_\_\_ As per our Code, p. \_\_, this is an offense(s) for which your child may be removed from this school and placed in a discipline program.*

*I will determine if the student is to be removed and the length of placement in the disciplinary alternative education program (or JJAEP).*

*At this time we will consider the behavior that has caused this conference to be held.*

**PRESENTATION OF FACTS** by presenting administrator, probation officers or other law enforcement personnel, school staff etc.. At this point state the basic charge(s). (State what happened, where it happened, etc.)

**PARENT/STUDENT:** (To student, parent, or representative) *I now want to hear from the student and parent or his/her representative one at a time.*

**DISCUSSION OF DECISION** - Summarize what has been presented (at this time you may also present previous discipline history for the current year and discuss interventions that have already been tried at school (counseling, conferences, detention, etc.) discuss intervention list (see attached)). AND inform the student, student's parent/guardian or representative of your decision or indicate when they will be notified.

**APPEALS:** discuss the appeals process as described in our Code of Student Conduct.

**ARE THERE ANY QUESTION OR ADDITIONAL COMMENTS?** If not, the meeting is adjourned.  
ADJOURN CONFERENCE