

Trigger: Return to school after extended (5+ Days) OSS

Participants:

- Student
- Parent or guardian
- Assistant Principal
- School Social Worker/Therapist
- Special Education Case Manager (if applicable)
- School Counselor
- Student Advocate (if applicable)

Pre-Meeting Work:

- Meeting scheduled with parents and meeting participants on the day of the suspension for the returning student
- Reserve conference room for meeting
- Send google invites to all participants
- Add to suspension letter: "An informal hearing was held on [Day, Date] with Assistant Principal [Name]. Within three days of receipt of this letter please call [phone number] to schedule an appointment with [Name of Principal] to discuss the situation and confirm the reintegration meeting date."

Agenda:

- Assemble meeting participants in a circle and begin the reintegration process.
- Follow provided script
- Create a plan of support