

Disciplinary Meeting Minutes for School

School Name: [School Name Here]

Location: [Location Here]

Date: [Date of Meeting]

Time: [Start Time] - [End Time]

Attendees:

1. **Chairperson:** [Chairperson's Name]
2. **Faculty Representative:** [Faculty Member's Name]
3. **Student Affairs Representative:** [Representative's Name]
4. **Parent/Guardian:** [Parent/Guardian's Name]
5. **Student:** [Student's Name]
6. **Other Attendees:** [List any other attendees]

Agenda:

1. **Introduction**
 - Brief introduction by the chairperson.
 - Purpose of the meeting.
2. **Incident Overview**
 - Description of the incident.
 - Presentation of evidence.
 - Statements from witnesses (if any).
3. **Student's Statement**
 - Student's account of the incident.
 - Questions from the committee to the student.
4. **Discussion**
 - Discussion of the incident details.

- Review of relevant school policies and past precedents.
- 5. Parent/Guardian Input**
 - Comments and observations from the parent or guardian.
 - Questions directed towards the parent/guardian.
- 6. Deliberation** (Closed session if necessary)
 - Committee deliberates on the evidence and statements presented.
 - Consideration of appropriate disciplinary actions.
- 7. Decision**
 - Summary of findings.
 - Disciplinary actions to be taken.
 - Any recommendations for follow-up or preventive measures.
- 8. Closing**
 - Next steps and follow-up actions.
 - Closing remarks by the chairperson.

Actions to be Taken:

- [List any actions decided upon, who is responsible, and any deadlines.]

Additional Notes:

- [Any additional information or notes that were discussed during the meeting.]

Adjournment:

- **Time Meeting Ended:** [Time].