

# Joshua Independent School District Level I or II Conference Script [DATE]

The administrator conducting the Level I or II Conference will follow the script as outlined below and read the *italicized* information as printed.

## 1. INTRODUCTION:

### Administrator-

*My name is (name of person conducting hearing), and (Title) for Joshua ISD. Today is [DATE], and the time is \_\_\_\_\_ a.m. This is a conference to consider the Level (I or II) hearing filed by \_\_\_\_\_. A recording is being made of this meeting.*

*I would ask that when you speak during today's meeting, please identify yourself for the audio recording. Also, please do not speak when someone else is speaking so that we may hear what everyone is saying and have a clear recording for the record.*

*At this time, I would ask everyone present to please state your name and your relationship to (Grievant name) or your involvement in this matter. [Attendees make introductions.]*

*On [DATE], the District received a request for a Level (I or II) appeal. The purpose of this conference is to hear the information presented during the hearing and following a review of the information presented to render a decision.*

- *A Level (I or II) hearing is not like a trial. There is no calling of witnesses or cross-examination of the Administration or grievant. This is an opportunity for you to tell me why I need to change a decision that has been made that concerns you.*
- *I would remind you that I can only consider issues relating to the contents of the written grievance.*
- *Therefore, in your presentation today, I would urge you to focus only on those issues, including the basis for your grievance, the specific relief you are requesting, and why you believe your requested relief should be granted.*
  - *Those are the only things you may discuss at this meeting. Repetitious arguments or items not included in your Level I grievance will not be permitted.*
- *I may ask clarification questions during your presentation. Repetitious arguments as well as items not on your grievance will not be necessary nor allowed.*
- *You will be given 15 minutes to complete your presentation. (If not, negotiate a reasonable time limit)*

*At this time, we will consider the information as presented in the Level (I or II) Appeal documentation. If you have any documents you would like me to consider, you may present those as well.*

*When you are ready you may begin your presentation.*

2. **PRESENTATION OF FACTS:** To be presented by \_\_\_\_\_ or their representative, if any.

- The individual who requested the Level (*I or II*) Conference will present their complaint and any supporting material and/or documents. The administrator conducting the conference will hear the information presented and receive any documents presented.
- The administrator will only ask questions for clarification purposes and will refrain from commenting on any statements made, offering opinions, giving advice, or rendering a decision during the presentation. If the harms alleged or the remedies sought are not specific, the administrator should ask questions to narrow these areas.

3. **DISCUSSION OF DECISION:** Inform the grievant(s) that you will provide them with a written response within ten days following the conference.

*I will provide you with a written response within 10 days of this conference. In reaching a decision, I will consider all the information provided during this conference, and any other relevant documents or information that I believe may help resolve the complaint.*

*Does anyone have anything else to ask or to present? If not, the meeting is adjourned.*

**TURN OFF RECORDER**

**ADJOURN CONFERENCE**