

## Figure 4.2: Student-Centered, Team-Based Meeting Agenda Play Sheet

**Prior to the meeting:**

Grade-level assistant principal should make lists of:

- The ten students with most office referrals
- Attendance concerns (students missing 10 percent of days year to date)

Teachers should make a list of:

- The students who are currently failing

**During the meeting:**

Review student needs and discuss interventions to implement. Document them for each student to monitor.

**During the meeting, the team should consider the following questions:**

- Which students are you concerned about academically?
- Which students exhibit concerning behavior in your classroom?
- With which students are you concerned about social skills, mental health, substance abuse, and so on?
- Are there students who are receiving intervention support of any kind that you continue to have concerns about?
- Which students have not been in class for several days or have several random absences?
- What supports have you provided in the classroom that we need to document?

Potential actions or interventions to implement and monitor through the team:

Evolving bank of potential interventions: