

POLICY BEFORE FIRST STAFF CAN ATTEND AN IEP OR OTHER TEAM MEETING

● The purpose of FIRST staff attending team meetings is not to be the person that makes the school or other services do their job but to train the parent or youth to learn their role and self-advocate.

FIRST staff are not attorneys or attorney agents but trained to educate and support parents and guardian of policies and processes around Special Education Services under IDEA and NC Statues. We do suggest that you disclose to the team members that we are attending but you are not required to do so.

Due to limited capacity and resources, FIRST staff cannot attend all the meetings that we are invited too. Although virtual meeting does make this easier, FIRST staff must get the approval of their supervisor to attend IEP and other team meetings. As a rule, FIRST staff will not attend referral, evaluation, initial IEP meeting or Child and Family Team meetings. Our goal would be to discuss the upcoming meeting with the parent/guardian and help them create an agenda or outline for the meeting and to prepare them to be their child's best advocate.

● Releases must be signed so that we can talk to other team members before meeting. **Releases can be revoked at any time by parent or guardian.**

● Parent or guardian must meet with FIRST staff before we can attend any IEP or team meeting to make a plan and determine the need for an advocate in attendance instead of parent coaching.

● Professional Conduct is expected:

All disagreements with team members must be handled with courtesy. If at any point the parent or guardian become rude toward other team members, FIRST staff may leave the meeting and not attend future meetings. If we discontinue IEP meeting support this only means that FIRST will not attend meetings but will continue to offer support in other ways including one on one support.

If parent or guardian contacts media including posting on any social media negatively toward team members, FIRST will discontinue IEP meeting support.

By signing this form, I understand and agree to the above policy around attending meetings.

● _____
Guardian/Legally Responsible Person: Date:

Child Name: