

The Inclusion Community Conversation Event Protocol and Agenda

This event is designed to elicit input from a diverse group of partners to build a shared understanding of and commitment to belonging. Each Community Conversation will last approximately 2 hours.

Community Conversation Goals

A Community Conversation creates an opportunity for participants to reflect on:

1. The role of inclusion in helping young people with disabilities to develop as learners, future employees, and community members
2. The relationships and understanding needed for inclusive practices work to be successful

Engaging families and community members in a Community Conversation on inclusion will help you understand:

- People's aspirations for inclusive practices
- People's concerns about inclusive practices
- How people think and talk about inclusion in relation to the community
- What changes are needed
- What people believe can be done and who they trust to take action

By the end of the event, participants will be able to:

- Understand what inclusion is and why it matters
- Recognize the inclusive practices work happening in their school community
- Identify new relationships and understanding needed for inclusive practices work to be successful

Planning Considerations

- Forming a planning team
- Identifying and recruiting participants
- Identifying a facilitator
- Choosing table hosts
- Securing an accessible location
- Choosing an accessible date and time
- Planning for child care
- Providing translation and interpretation
- Providing materials: poster paper, sticky notes, markers, pens/pencils, time-keeping device
- Planning for display materials
 - PowerPoint slides (use strong contrast in text and background)
 - Table tents
- Providing food and refreshments

Facilitation Strategies

- Consider accessibility in setting up the space (all parts are accessible for everyone) as well as how it looks and feels
 - Make microphones available
 - Make questions available in print on tables (and translated if appropriate)
- Prioritize participants representing a diversity of roles and lived realities (families, educators, community members, community-based organizations, business leaders, etc.). Encourage people to spread out so different perspectives are represented across tables
- Establish and present group agreements, create a space of belonging, and build connections
- Use an introduction question
- Create opportunities for interaction and multiple modes of engagement that are accessible to
- diverse participants (individual reflection, small group discussion, and large group discussion)
- Allow people to participate in whatever way they are most comfortable: speaking, writing, and/or drawing
- Make sure table hosts help take notes and report out
- Gather all notes and drawings from the event to harvest key themes, inform next steps, and develop follow-up communications
- Ensure there are clear opportunities for follow-up with participants, such as emails, text messages, or communications from the local education agency

Session at a Glance

Timing	Segment	Key Activities
5 minutes	Welcome and framing	Facilitator introduction. Review Community Conversation goals and group agreements.
10 minutes	Introductions	Participants get to know each other and share their connection to the community.
5 minutes	Overview of Community Conversation process	Review format for the process.
5 minutes	Inclusive practices	Explain benefits of inclusion, including an overview of inclusive practices work in Washington.
15 minutes	Activity: Small group discussion	<i>Discuss: What does inclusion look like, sound like, and feel like to you?</i>
10 minutes	Large group share out	Each small group shares two or three top ideas, concerns, and reflections.
10 minutes	School, family, and community partnerships for inclusion	Describe the importance of school, family, and community partnerships. Share about inclusive practices work that is specific to the district/community.
15 minutes	Activity: Small group discussion	<i>Discuss: What relationships are vital to develop and strengthen so each student can thrive as a learner, future employee, and community member?</i> <i>What are we missing as we move through this work together?</i>
10 minutes	Large group share out	Each small group shares two or three top ideas, concerns, and reflections.
15 minutes	Harvest	Participants reflect on what they heard and learned. Identify common themes.
5 minutes	Closing and next steps	Thank participants for their involvement and outline follow-up steps.

Agenda

Timing	Segment	Facilitator Notes	Materials/Resources
5 minutes	Welcome and framing <ol style="list-style-type: none"> 1. Introduce yourself 2. Review meeting goals and plan for the session: <ol style="list-style-type: none"> a. Share information about inclusive practices work happening in our state and community b. Discuss what inclusion means to you c. Gather thoughts and advice 3. Share group agreements 	After sharing the group agreements, ask the attendees if they feel okay or if anything else is needed. Ask the group for their support of any requested additions.	Slide 2. Presenter Slide 3. Goals Slide 4. Group agreements
10 minutes	Introductions	Attendees introduce themselves to their table group and respond to the question: <i>What wisdom do you bring to this conversation?</i> Make sure to track time. Announce when there is one minute remaining so attendees have time to wrap up their discussion.	Slide 5. Introductions
5 minutes	Overview of Community Conversation process		Slide 6. Process
5 minutes	Inclusive practices <ol style="list-style-type: none"> 1. Benefits of inclusion and goals of inclusive practices work 2. Washington data on inclusion 3. Characteristics of inclusive schools 		Slide 7. Students learn better together Slide 8. Inclusive practices objectives Slide 9. Why increase inclusion? Slide 10. Inclusive schools

15 minutes	Activity: Small group discussion	Each table discusses: <i>What does inclusion look like, sound like, and feel like to you?</i> Remind table hosts to take notes.	Slide 11. Small group discussion
10 minutes	Large group share out	Invite table hosts to share out two or three top ideas, concerns, or reflections from their group's conversation.	Slide 12. Large group share out
10 minutes	School, family, and community partnerships for inclusions		Slide 13: Advancing the vision of inclusive schools Slide 14: It takes a community Slide 15: Inclusive practices in your school and community. (Include partnerships supporting the work)
15 minutes	Activity: Small group discussion	Each table discusses: <i>What relationships are vital to develop and strengthen so each student can thrive as a learner, future employee, and community member?</i> <i>What are we missing as we move through this work together?</i> Remind table hosts to take notes.	Slide 16. Small group discussion
10 minutes	Large group share out	Invite table hosts to share two or three top ideas, concerns, or reflections from their group's conversation.	Slide 17. Large group share out

15 minutes	Activity: Harvest	<p>Invite people to share their reflections on: <i>What resonated with you?</i></p> <p><i>What ideas should we take action on to improve inclusion in our school community?</i></p> <p><i>How will we know we are successful?</i></p> <p>For this activity you can just popcorn around the room.</p> <p>You or someone should take notes on what is shared if it is not already captured from a group table discussion.</p>	Slide 18. Harvest
5 minutes	Closure, thank you, evaluation, and next steps	<p>Make sure all notes and drawings are left on the tables. Collect them for the planning team to review.</p>	<p>Slide 19. What's next?</p> <p>Slide 20. Thank you</p>