

# The Inclusion Community Conversation Virtual Event Protocol and Agenda

This virtual event is designed to gather input from a diverse group of partners to build a shared understanding of and commitment to inclusion. Each virtual Community Conversation will last approximately 1 hour and 45 minutes..

## 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 a virtual platform
  - Consider capacity limits
- Planning for breakout rooms

- Aim for five participants per breakout room
- Identify breakout room hosts
- Choosing an accessible date and time
- Providing translation and interpretation
- Planning for display materials (like PowerPoint slides) use strong contrast in text and background
- Capturing the chat, notes from breakout room hosts, and notes from the harvest

## Facilitation Strategies

- Set up the virtual space
  - Consider accessibility needs for translation and interpretation, including closed captioning
  - Place participants in breakout rooms to ensure each room includes a diversity of roles (like families, educators, community members, community-based organizations, and business leaders)
- Establish group agreements and create a space of belonging
- 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
- Ask the breakout room hosts to take notes and report out
- Ensure there are clear opportunities for follow up with participants, such as emails, text messages, or other communications from the local education agency

## Facilitation Responsibilities

- Create a space where everyone feels comfortable participating
- Monitor the chat for comments and questions
- Capture a transcript of the chat
- Ask the breakout room hosts to email all notes to the planning team
- Email an evaluation to all participants. The “Ticket Out the Door” document is available as a fillable PDF.

## Breakout Room Host Responsibilities

- Create a space where everyone feels comfortable participating
- Share questions in the chat so all participants can see them
- Encourage everyone to participate by speaking or writing in the chat
- Monitor the chat for comments and questions

- Invite the quiet voices to share
- If the conversation goes off topic, gently return to the question
- Take notes to capture what is shared by participants
- Share one or two themes in the large group share out
- Capture a transcript of the breakout room chat
- Email all notes to the facilitator or planning team

## Session at a Glance

Timing	Segment	Key Activities
5 minutes	<b>Welcome and framing</b>	Facilitator introduction. Review Community Conversation goals and group agreements.
5 minutes	<b>Overview of Community Conversation process</b>	Review format for the process.
5 minutes	<b>Inclusive practices</b>	Explain benefits of inclusion, including an overview of inclusive practices work in Washington.
20 minutes	<b>Breakout room activity: Small group discussion</b>	Share your name and your connection to our community. <i>Discuss: What does inclusion look like, sound like, and feel like to you?</i>
10 minutes	<b>Large group share out</b>	Each breakout room group shares two or three top ideas, concerns, reflections.
5 minutes	<b>Break</b>	
10 minutes	<b>School, family, and community partnerships for inclusion</b>	Describe the importance of school, family, and community partnerships. Share about inclusive practices work that is specific to the district/community.
15 minutes	<b>Breakout room activity: Small group discussion</b>	<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	<b>Large group share out</b>	Each small group shares two or three top ideas, concerns, and reflections.
15 minutes	<b>Harvest</b>	Participants reflect on what they heard and learned. Identify common themes.
5 minutes	<b>Closing and next steps</b>	Thank participants for their involvement and outline follow-up steps.

# Agenda

Timing	Segment	Facilitator Notes	Materials/Resources
5 minutes	<b>Welcome and framing</b> <ol style="list-style-type: none"> <li>1. Introduce yourself</li> <li>2. Review meeting goals and plan for the session:               <ol style="list-style-type: none"> <li>a. Share information about inclusive practices work happening in our state and community</li> <li>b. Discuss what inclusion means to you</li> <li>c. Gather thoughts and advice</li> </ol> </li> <li>3. Share group agreements</li> </ol>	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
5 minutes	<b>Overview of Community Conversation process</b>		Slide 5. Process
10 minutes	<b>Inclusive practices</b> <ol style="list-style-type: none"> <li>1. Benefits of inclusion and goals of inclusive practices work</li> <li>2. Washington data on inclusion</li> <li>3. Characteristics of inclusive schools</li> </ol>		Slide 6. Students learn better together Slide 7. Inclusive practices objectives Slide 8. Why increase inclusion? Slide 9. Inclusive schools
20 minutes	<b>Breakout room activity: Small group discussion</b>	Attendees move into breakout rooms.  Attendees introduce themselves to their group and share their name and connection to our community  Each breakout room discusses: <i>What does inclusion look like, sound like, and feel like to you?</i>  Remind breakout room hosts to take notes.	Slide 10. Small group discussion

10 minutes	<b>Large group share out</b>	Attendees return to the main meeting room.  Invite breakout room hosts to share two or three top ideas, concerns, or reflections from their group's conversation.	Slide 11. Large group share out
5 minutes	<b>Break</b>		Slide 12. Let's take a break
10 minutes	<b>School, family, and community partnerships for inclusions</b>		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	<b>Breakout room activity: Small group discussion</b>	Attendees move into their breakout rooms.  Each breakout room 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 breakout room hosts to take notes.	Slide 16. Small group discussion
10 minutes	<b>Large group share out</b>	Attendees return to the main meeting room.  Invite breakout room hosts to share two or three top ideas, concerns, or reflections from their group's conversation.	Slide 17. Large group share out

10 minutes	<b>Activity: Harvest</b>	<p>Invite people to share their reflections on:</p> <p><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, invite attendees to use the chat or raise their hand to speak.</p> <p>You or someone from the planning team should take notes on what is shared if it is not already captured in the chat.</p>	Slide 18. Harvest
5 minutes	<b>Closure, thank you, evaluation, and next steps</b>	<p>Thank attendees for their time and engagement in the community conversation.</p> <p>Share link to the evaluation survey and ask for completion to help with future events.</p> <p>Make sure to save the chat and request that all notes from breakout room hosts are emailed to the planning team for review.</p>	<p>Slide 19. What's next?</p> <p>Slide 20. Thank you</p>