

## Inclusionary Practices Project Community Conversation Virtual Event Protocol

This protocol is designed to elicit input from a diverse group of stakeholders (e.g., students, families, community partners, educators, business leaders) to build a shared understanding of, and commitment to, Inclusion. Each Virtual Community Conversation will last approximately 1 hour and 45 minutes.

### Goals

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

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

Engaging families and community members in a Community Conversation 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 can trust to take action.

### Planning Considerations

- Forming a planning team
- Identifying and recruiting participants
- Identifying a facilitator
- Choosing a Virtual Platform
  - a. Consider capacity limits
- Planning for break out rooms
  - a. Aim for 5 participants per break out room
  - b. Identify break out room hosts
- Accessible date and time
- Translation and interpretation
- PowerPoint uses strong contrast in text and background
- Capture Chat, notes from break out room hosts and notes from harvest.

### Facilitation Strategies

- Setting up the virtual space
  - a. Consider accessibility needs for translation and interpretation
    - i. Close captioning
  - b. Place participants in small groups in breakout rooms ensuring diversity of different roles. Families, Educators, Community members, Community Based Organizations, Business leaders, etc.
- Establishing group agreements and creating a space of belonging
  - a. Introduction question
  - b. Present group agreements
- Creating opportunities for interactivity and multiple modes of engagement accessible to diverse participants - individual reflection, small group discussion, large group discussion, integrate learning - Diamond Pattern of Interaction (Lipton/Wellman). Allow people to participate verbally and through writing in the chat
- Asking the break out room hosts to take notes and report out
- Ensuring there are clear opportunities for follow-up (e.g., e-mails, text messages, or communications from the Local Education Agency)

### **Break out Room Host Responsibilities**

- Create a space where everyone feels comfortable in participating
- Share questions in the chat, so all participants can see them
- Encourage everyone to participate either verbally or by writing in the chat
- Monitor the chat for comments and questions
- Invite the quiet voices to share. Please make sure that everyone feels comfortable in contributing to the conversation. If the conversation diverts to a different topic not quite related to the question, gently bring the conversation back to the question.
- Capture notes from what is shared verbally.
- Share out one or two themes in the large group share out

### **After the Virtual Event**

- Capture a transcript of the chat
- Request break out 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.

## Agenda for Virtual Event

1. **Welcome and framing – slides 1-4** (5 minutes)
  - a. Review meeting goals and plan for today's session
    - i. Share information about the Inclusionary Practices Project
    - ii. Discuss what inclusion means to you
    - iii. Get your thoughts and advice
  - b. Group Agreements
2. **Share information about the Community Conversation Process – slide 5** (3 minutes)
3. **Share information about the Inclusionary Practices Project – slides 6 - 8** (7 minutes)
4. **Break Out Rooms Round 1 – slides 9** (20 minutes)
  - a. Share your name and your connection to our community.
  - b. **Small group discussion**
    - What does inclusion and belonging look like, sound like, and feel like to you?*
5. **Return to Main Room**
6. **Large Group Share out – slide 10** (10 minutes)
7. **Break – slide 11** (5 minutes)
8. **Share information on school, family and community partnerships. Share information about Inclusion work in District/ school – slides 12 - 14** (10 minutes)
9. **Break Out Room Round 2 - Small group discussion at tables – slide 15** (15 minutes)
  - a. *What relationships are vital to develop and strengthen so that students can thrive as learners, future employees, and community members?*
  - b. *What are we missing as we move through this work together?*
10. **Return to Main Room**
11. **Large Group Share out – slide 16** (10 minutes)
12. **Harvest – slide 17** (10 minutes)
  - a. Review of key ideasm, concerns and common themes shared by all attendees
  - b. Ask participants to use the chat function to respond to:
    - i. *What did you hear today that resonates with you?*
    - ii. *What ideas did you hear that we can work together to take action on?*
11. **Closure, evaluation, thank you, and next steps - slides 18-19** (5 minutes)