



Module 2 Parent Information Meeting Preparation and Facilitation

Preparation:

Choose a date for the meeting and create invitations.

Send invitations to all parents and staff. *The expectation is all staff will attend and participate.*

Contact Raising Special Kids. Raising Special Kids partnered with ADE in creating the Arizona Professional Learning Series. A representative will attend this Parent Information Meeting and assist in the presentation, if desired. Contact: Christopher Tiffany, 602.242.4366 ext. 208, christophert@raisingspecialkids.org.

Room Set Up:

Set up computer, projector, screen, and speakers.

Participants should sit in small table groups. Prior to the meeting, select a staff member to sit at each table to facilitate table group activities. Other staff members should sit with as many different table groups, as possible.

Hang one poster for each table group.

Each table should have markers to use with the poster activity, pencils or pens for every participant, and all printed materials.

Read through all the following information. It describes each handout, poster, and activity. Links for printable items are underlined and listed in order of use in the presentation.

Parent Sign-In Sheet: *Optional*

This provides tracking data for general attendance and attendance per grade level.

Handout 1: Infographic

Slide 1 - This information is covered in the presentation. The handout gives parents a visual overview of the Arizona Professional Learning Series.

Print one for each parent.

Raising Special Kids Flyer

Slide 5 - This flyer provides an overview of information and support that Raising Special Kids offers families of children with disabilities.

Print one for each parent.

Poster: Parent Portraits

Slide 7 - Parents list things they've taught their children on the Parent Portraits poster. Students can help create the lists. After completing the posters, each group shares their feelings about the lists they created.

Print one for each table group.

Parent-Teacher Shared Responsibility

Slide 8 - Groups discuss: How can parents and teachers collaborate to support all students? Have a few parents and teachers share some comments from the groups. The table group facilitators should record responses to be shared with staff at a later time.

Print one for each table group.

Group Activity - Reading Riddle

Slide 13 - Each table group facilitator should have a direction sheet. *Important: Only one group will have Reading Riddle A with correct directions/answers and readable activity cards. All other groups will have Reading Riddle B with directions and cards that are difficult to read.*

Table group facilitators give each group member an activity card turned face down. The main facilitator signals to begin and stop. Activity time limit: one minute.

Reading Riddle A Directions with Answers

Only one table group facilitator has correct directions.

Print one for one table group facilitator.

Reading Riddle A Cards

The table group facilitator with correct directions gives one card face down to each group member.

Print one card for each participant with the table group facilitator who has the correct directions.

Note: There are two cards on each sheet. Cut them before the meeting.

Reading Riddle B Directions with Answers

Print one each for all other table group facilitators.

Reading Riddle B Cards

Table group facilitators give one card face down to each group member.

Print one card for each participant in all other table groups.

Note: There are two cards on each sheet. Cut them before the meeting.

Handout 2: Parent Survey Results

Slide 16 - Prior to the meeting, use results from your parent surveys to fill in the percentages on Handout 2.

Print one completed handout for each participant.

Point out a couple of the highest and lowest scores. Explain how the results help teachers know what they are doing well and what they can improve. Having responses from all parents is important to supporting collaboration. Ask pairs to identify one way to improve the number of responses the next time. Table group facilitators should record responses to be shared with staff at a later time.

Table Talk

Slide 17 - At each table, participants share thoughts on what the school can do to grow the AZPLS

partnership with parents. Table group facilitators should record responses to be shared with staff at a later time.

Print one for each table group.

Parent Meeting Survey *Optional*

This survey provides an opportunity for parents to rate the presentation at the end of the meeting.

Print one for each parent participant.

Encourage all parents and students to participate together in activities.

Presentation Timing: Approximately 50 minutes. Allow extra time before and after meeting.

Suggestions

Prepare for Your Audience:

Understand the needs of your parents, e.g., Do you need to provide child care services for younger children? Do you need to have interpreters?

Use Multiple Presenters:

Administrator: Slides 1 - 2 and Slide 18

Coach and/or Teachers: Slides 3 - 4 and Slides 8 - 17

Raising Special Kids Parent Representative: Slides 5 - 8

Include Promotional Ideas:

Collaboration Seed Packets

Slide 18: Give parents Seed Packets to promote the collaboration between parents, students, and school staff.

Print Collaboration Seed Packets (one for each parent).

Cut out individual packets. Glue three edges of front and back packets together (both sides and bottom). Fill packet with sunflower seeds. Tape or glue the top edge.

Create a fun, engaging opportunity that supports the AZPLS Parent Information Meeting, e.g., raffle with community prizes, student work display.

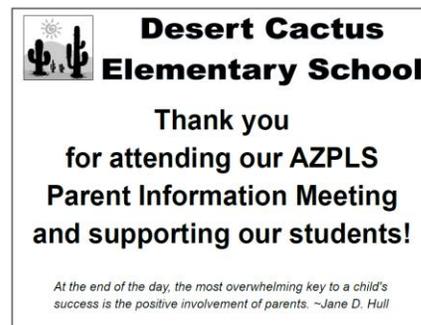
Create a certificate to show appreciation for parent engagement in the AZPLS. Include the quote:

At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents. ~Jane D. Hull

back of seed packet



front of seed packet



Example Certificate