

# Meeting Survival Guide

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## Record details

such as:

- What is the purpose of the meeting?
- Who is setting the agenda?
- How do I add topics?
- How much time do we have?
- Who is attending?
  - What is everyone's role?
  - How are they involved with my child?
- Will a decision be made at this meeting?
  - Who will make the decision?
  - Will I have a say in the decision?
- Do I need more information on my child's:
  - Education goals
  - Education activities
  - Behaviours
- Do I need to share any information about my child's:
  - Learning needs
  - Emotional needs
  - Health and/or safety

Should my child attend?

- Is this a positive place for my child?
- Would it be best for the adults to meet first?
- Is my child able to understand and participate?
- Is my child OK with coming?

What does my child want taken into consideration? \_\_\_\_\_

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What information do I need before the meeting? \_\_\_\_\_

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Who will be attending? \_\_\_\_\_

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Should I bring a support person with me?

- Would it help me to have someone take notes?
- Will I feel outnumbered or overwhelmed?
- Will I be able to stay on track?

Topic(s) of the meeting \_\_\_\_\_

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Resources that might help me prepare:

- BCCPAC's "Bullying Stops Here" guide
- BCCPAC's "Supporting Student Success: Working Together in BC Public Schools"
- BCCPAC's "Individual Education Plan – A Guide for Parents"
- School District policies and procedures
- School policies, handbook, etc.
- Safe, Caring and Orderly Schools Report

What I want to accomplish \_\_\_\_\_

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**During the meeting:**

Have confidence in yourself!  
You know your child and have important information to share.  
Try to control your emotions and if you start to go off track consider:

- Reviewing the purpose of the meeting
- Focussing on what will work for your child
- Sharing information that will lead to a resolution

If at any point you don't understand something,  
**ASK!**

**If you need more time just say so!**

You may want to consider several options, reflect on your child's needs or gather more information.

- It's better to delay a decision than make one under pressure.
- If you agree to something during the meeting and realize later that it won't work for your family, ask to review the decision.

When the meeting comes to a close, summarize what was said from your perspective to

ensure everyone comes to a common understanding.

Discuss putting a plan in place in case things are not resolved:

- What you would do – contact the staff member? The school?
- What would your child do – speak to the staff member? Speak to you?
- How would the school contact you – through your child? Directly with you?

