



SELF-HELP GUIDE

Meeting Survival

Be wiser than other people, if you can, but do not tell them so.

Lord Chesterfield

Note details such as:

- Who is setting the agenda?
- How do I add topics?
- What is the meeting to accomplish?
- How much time do we have?
- Who is attending?
 - What is their role in the meeting?
 - How are they involved with my child?
 - What are their rights and responsibilities?
- Will a decision be made at this meeting?
 - Who are the decision-makers?
 - Will I have a say in the decision?
- What is my role in the meeting?
- Do I need more information on my child's:
 - Education goals?
 - Education activities?
 - Specific behaviours?
- What information do I have to support a good decision?
 - What questions do I want to ask?
 - What works well for my child?
 - What doesn't work well for my child?
 - What other concerns do I have to share?
- Are others looking to me for specific information on my child's:
 - Learning needs?
 - Emotional needs?
 - Health?
 - Safety?



The topic of the meeting is:

Note who will be attending the meeting:

I want to accomplish:

The information I need to participate effectively:

What resources might help me prepare for the meeting?

- “BCCPAC Speaking Up! A parent guide to advocating for students in public schools”
- BC College of Teachers Standards
- “Supporting Student Success: Working Together in BC Public Schools”
- School District policies
- School policies
- Fair Schools Report, Office of the Ombudsman
- Parent’s Guide to Individual Education Planning

Should I take a support person?

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

It is important to include your child whenever possible.

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 account?

During the meeting:

Have confidence in yourself!

You know your child and have important things to share!

Try to control your emotions.

If you start to go off track:

- Review the purpose of the meeting.
- Focus on what will work for your child.
- Openly share information that will lead to better decisions.
- If you do not understand – ask!

If you need more time, ask for it.

- You may want to consider options, reflect on the needs of your child, or gather more information. It may be better to delay the final decision rather than make a decision while under pressure.
- If you agree to something during a meeting and later realize that it won’t work for you or your child, ask that the decision be reviewed.
- As the meeting draws to a close, summarize the meeting from your perspective to ensure a common understanding.

Put a plan in place in case things don’t work. Discuss:

- What you would do – contact the school?
- What the school would do – contact you – speak with your child?
- What your child would do – phone home – speak with someone at school?

Speak when you are angry and you will make the best speech you will ever regret.

Ambrose Bierce



BCCPAC Advocacy Project

BC Confederation of Parent Advisory Councils

350-5172 Kingsway, Burnaby, BC, Canada V5H 2E8

Tel: 604-687-4433 • Fax: 604-687-4488 • Toll free: 1-866-529-4397 • www.bccpac.bc.ca