



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?



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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



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