

## Language Development Planning Meeting Facilitator Form

- Open the meeting: 2 minutes
  - Introduce the student and teacher.
  - Review the ground rules for discussion.
    - Do not use labels or deficit language regarding the child.
    - Focus suggestions on the school environment\*.
    - Participate but do not monopolize the discussion.
    - Respect and acknowledge all contributions.
- Ask the teacher to present on the child: 15 minutes
- Ask the participants if they have questions for the teacher or wish to add information about the child: 5-10 minutes
- Facilitate discussion of the focus questions: 30 minutes
  - First focus question: 10-15 minutes
  - Second focus question: 10-15 minutes

*Make sure that the assessment goals and focus questions are visible (projected) and that the notetaker has time to record suggestions.*

- Thank the participants and review next steps: 2 minutes
  - The suggestions will be typed and disseminated to all participants.
  - The teacher will work with the SLP(s) and program director to consider in more detail how to respond to the suggestions for language instruction.
  - In a future meeting (date to be determined), the teacher will provide a status report on the child's progress focusing on new activities attempted and the child's responses to these.

*\*While we acknowledge the importance of parental involvement in planning for students, we have chosen to focus on assisting teachers in their classroom planning for individual children during the Language Development Planning Meeting.*