**Start Here!**

Guidance Document to Templates and Tools

**Purpose of this Document:**

This “Start Here!” guidance document provides a starting-point template for school and district leaders to customize ahead of hosting community input sessions.

**Overview of Community Input Session:**

The meeting structure consists of a welcome and opening, two successive breakout sessions during which all five topical breakout groups meet (so community members can attend two topical groups of their choice) and a final closing session.

It is recommended that facilitators lead each breakout group session, supported by a designated note-taker who records input and feedback. The roles of facilitator and note-taker can be volunteers but ideally would be pre-arranged. School districts can take these templates and localize the content and structure for their own process and vision, including adjusting or adding to the four topical breakout groups.

**Prior to the Input Session:**

* Arrange for the use of translation and interpretive supports
* Provide food and child care supports when possible
* Set the timing of meetings in ways that vary and meet the needs of your audience (mornings, evenings, etc.)
* Practice your facilitation, limit talk especially “edu-speak” by the host, and ensure there is ample time for stakeholder input
* Consider partnering with culturally-specific and/or school supporting organizations; an engagement session may be more inviting or authentic if it is hosted by an organization other than the school district

**Overview of Templates and Tools:**

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| **Resource** | **How to Use** |
| [Get Started!](https://www.oregon.gov/ode/StudentSuccess/Documents/12%20-%20Start%20here!%20Guidance%20Document%20for%20Hosting%20an%20Input%20Session.docx) Guidance document  (This document) | Read first. Intended to provide a picture of how the different templates and tools can fit together. |
| [E-mail invitation](https://www.oregon.gov/ode/StudentSuccess/Documents/8-%20Email%20Invite%20Message.docx) TEMPLATE  [Flyer](https://www.oregon.gov/ode/StudentSuccess/Documents/9-%20Flyer.docx) TEMPLATE  [Social media](https://www.oregon.gov/ode/StudentSuccess/Documents/4-%20Social%20media%20messages.docx) SAMPLE posts  [Student Success Logo](https://www.oregon.gov/ode/StudentSuccess/PublishingImages/57133_ODE_StudentSuccessAct%20logo_2019-FINAL-Color%20Vertical.png)  Customized Handout for [students](https://www.oregon.gov/ode/StudentSuccess/Documents/6-%20Handout_What%20you%20can%20do_Students.docx), [families](https://www.oregon.gov/ode/StudentSuccess/Documents/6%20-%20Handout_What%20you%20can%20do_Families.docx) and [educators](https://www.oregon.gov/ode/StudentSuccess/Documents/6-%20Handout_What%20you%20can%20do_Educators.docx) TEMPLATE | Tailor with event information and send through listservs; share with partner organizations; make use of district and partner social networks; consider standing groups that inform the district (Indian Education, Title I, and Migrant Education parent groups among others); post in your community. |
| [Talking Points](https://www.oregon.gov/ode/StudentSuccess/Documents/1-Talking%20Points_to%20use%20with_Families.docx) TEMPLATE | Prepare for community meetings by reviewing ahead of time. Consider who may be the most appropriate host for any particular audience. |
| [Infographic](https://www.oregon.gov/ode/StudentSuccess/Documents/SSA%20infographic%202019.pdf)  [Roadmap](https://www.oregon.gov/ode/StudentSuccess/Documents/SIA%20Roadmap%202019-2020.png) Visual | Handout this easy-to-read and color graphic when you bring your community and stakeholders together. Share the roadmap as a way to help everyone know and understand the big picture, including where you are now and how your community can work together to develop a SIA plan and application. |
| [Sign-in Sheet](https://www.oregon.gov/ode/StudentSuccess/Documents/11%20-%20Sign-in%20Sheet_TEMPLATE.docx) TEMPLATE  [Agenda](https://www.oregon.gov/ode/StudentSuccess/Documents/10%20-%20Agenda_TEMPLATE.docx) TEMPLATE | Include date, time and location and have at the entrance to stakeholder input sessions. Be sure you have signs in multiple languages at each venue to guide participants to the meeting. |
| [Presentation Slides](https://www.oregon.gov/ode/StudentSuccess/Documents/13%20-Presentation%20Slides_TEMPLATE.pptx) TEMPLATE  [Feedback Form](https://www.oregon.gov/ode/StudentSuccess/Documents/Feedback%20Form%20Template.docx) TEMPLATE | Modify and adjust to your local needs. Use to facilitate conversations about the Student Success Act. Thank your audience for participating, let them know how their input will be used, and when/how you will reengage with them. |

**Important Note:**

Review each resource carefully and be sure to own and customize any that you use. These are starting points only. ODE staff have highlighted or bracketed areas where focused attention and customization is a must.