

Holmes Student Focus Groups

Welcome	<p>Hello! I'm (name) and I work as a (position) here in District 11</p> <ul style="list-style-type: none"> • We appreciate your participation in our focus group today.
Purpose	<p>We are conducting a series of focus groups this year in order to understand how students feel about school. The school developed these focus groups as a way to learn more about what is on your minds, so I want you to know that the school hopes you will be as honest as possible.</p>
Explanation of Format	<p>I'll briefly go over the format of our focus group today. I am going to be asking several different questions, and after each question, I will provide time for you to share your thoughts and opinions on the question.</p> <ul style="list-style-type: none"> • My colleague (note taker) is assisting me today by taking notes on our discussion. Please know that (note taker) is not writing down anyone's name with these notes, and that we will not be sharing with anyone outside of this group the names of anyone who said specific things. • Part of my job as the facilitator is to keep the conversation moving. I imagine there may be times when I interrupt, so I want to apologize in advance. I want to make sure we have a productive discussion that allows each of you to speak openly, so I may need to insert myself at times to make sure that we can hear from everyone and cover what we need to cover.
Focus Group Agreement	<p>Before we begin, I'm going to go over some important ground rules to ensure we can have a productive session.</p> <ul style="list-style-type: none"> • Our motto is "What's said here stays here!" Please remember our motto—we want everyone to feel comfortable as this is a safe space. <i>(Unless there's a concern for safety to yourself or others)</i> • We will be taking notes. You will remain anonymous. The information gathered here today will remain confidential. • Please respect the privacy of the other focus group participants in the room by not sharing with others outside of the focus group details about what individual people shared. • We will provide a summary of the discussion to the principal, but no names will be used in the summary. • Please listen actively. Please be respectful of one another's experiences and opinions. All comments are important—we want a wide range of opinions. • We want to hear from YOU. Please respond one at a time and try to keep your responses less than one minute in length. Give everyone the opportunity to participate. • Issue bin: For contributions students provide in writing.
Focus Group Questions	<ul style="list-style-type: none"> • The facilitator and note taker should have a general idea of how long to spend on each question and should monitor the time throughout the discussion to make sure the group remains on track. • Facilitator will ask question #1, give time for participants to share their thoughts. <ul style="list-style-type: none"> ○ When helpful, the facilitator may ask follow-up questions for clarification or to keep the conversation moving. ○ After completing question #1, the facilitator will move to question #2. <p>Questions:</p> <ul style="list-style-type: none"> • What do you like most about Holmes? • What do you like least? or what is most challenging? • What does success (or belonging) look like in your classrooms? • If you were in charge, what would you change to make you more successful? • We seem to have more students struggling with behavior and would love to hear some ideas from you about what might help us improve this situation.
Wrap Up	<p>Great, everyone. It's time to wrap up. Is there anything anyone would like to add before we leave here?</p> <ul style="list-style-type: none"> • Thank you everyone for your participation! Thank you for your time and honesty, and I hope you all have a wonderful rest of the day!
Times	<ul style="list-style-type: none"> • Group 1 9:44-10:39 • Group 2 10:43-11:35 • Group 3 11:37-12:29 • 30-minute 1:1 empathy interviews (if applicable) 1:00-1:30 and 1:30-2:00