

SAMPLE PLANNING FORM

Inclusive Schools Week SAMPLE Planning and Record Form **Elementary**

School District:	
Contact Name:	
Contact E-mail:	

Instructions: Use this planning sheet to record the activities planned and implemented during *Inclusive Schools Week*. You can get ideas for each level from the Celebration Kit or come up with your own ideas.

We encourage you to share your ideas and accomplishments with us by emailing a copy of this form to support@inclusiveschools.org. We will include your celebration ideas on our website www.inclusiveschools.org leading up to Inclusiveschools.org leading up to Inclusivesc

Activities that Increase Activities that Promote Awareness Activities that Influence the System Knowledge and/or Skills The mayor and school superintendent will declare the Faculty at the JFK School will complete the Roadmap Teachers at the JFK School will pilot a cofirst week in December Inclusive Schools Week with an to Inclusion Survey during Inclusive Schools Week teaching model in one or more classrooms official school board and local government following a brief introduction by the school principal pairing a general educator and a special stating a commitment to improving inclusive practices proclamation. educator. at the school. The District will sponsor an essay contest using the School faculty and administrators at the JFK theme of Inclusive Schools Week. Students will write A JFK inclusive schools task force will develop an School will develop a professional essays that explain why inclusive schools are important action plan to increase inclusive practices at the school development plan for the following academic and how all students contribute to their communities in based on the information in the Survey and other year to focus on increasing inclusive practices a positive way. Winners will receive Inclusive Schools at the school. Elements will include on-site relevant resources. Week posters, pencils and other fun items. inservice training, online learning and formation of study groups. The plan will be presented to the School Board for approval.