



## 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](mailto:support@inclusiveschools.org). We will include your celebration ideas on our website [www.inclusiveschools.org](http://www.inclusiveschools.org) leading up to *Inclusive Schools Week* and for the remainder of the academic year.

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