



## SAMPLE PLANNING FORM

### Inclusive Schools Week SAMPLE Planning and Record Form **SECONDARY**

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 Clarke School is creating an Inclusive Schools Steering Committee including representation from parents, students, faculty and administration. The group along with the school principal will develop a mission statement and guidelines for the group. Their first group assignment is to coordinate ISW activities for the year.</p> <p>A teacher representative at the Clarke School will write letter to the Editor of the local paper in response to a recent news article about district spending on special education. The sample Letter to the Editor templates in the Celebration Ideas document will be used as a prototype.</p>	<p>High school students at the Mason School will be doing a survey about the accessibility of their school and local community. The project will include having the students work in groups to develop a survey, complete the survey and develop recommendations about how to make the school and local community more accessible to all people. The findings will be discussed during an open school forum during ISW.</p> <p>A group of teachers at the Clarke School will plan their Winter Professional Development Day using the “Moving From Awareness to Action” materials included in Celebration Ideas document including the Gallery Walk and the School Team Review Instrument.</p>	<p>Select high school students at the Mason School will present the findings of their research about accessibility of the school with district administration during Inclusive Schools Week.</p> <p>Faculty and administrators of the Clarke School will host a parent meeting to discuss the status of inclusive education at the school. The Parent Survey About Inclusive Schools will be shared with the parents as a way to gather information about perceptions and areas of interest and concern.</p>