<table>
<thead>
<tr>
<th>ACTION STEPS: (based off survey quality indicators)</th>
<th>Person(s) Responsible</th>
<th>Resources Needed</th>
<th>Time Frame</th>
<th>Evidence of Mastery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development on Inclusive Practices will occur for the Lovettsville staff</td>
<td>Administration, Special Education Teachers</td>
<td>Time during PD days before school starts for presentation, and ongoing meeting time throughout the year</td>
<td>2019-2020 school year: 1 PD session before school starts, and at least one follow up training throughout the year</td>
<td>Staff members will be knowledgeable of Inclusive Practices</td>
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<td>Lovettsville Elementary students and staff will celebrate Inclusive Schools Week with the following activities: morning announcements highlighting inclusion, classroom activities to promote inclusion and an Inclusive Schools Action Plan posted on our website.</td>
<td>Special Education staff and Administration</td>
<td>Planning time for activities</td>
<td>Inclusive Schools Week and ongoing through the school year</td>
<td>Students will be educated about various disabilities and understand the importance of being inclusive.</td>
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<tr>
<td>Time is built into the Master Schedule to allow common planning for Special Education teachers and classroom teachers</td>
<td>Administration</td>
<td>Time for administration to collaborate on Master Schedule</td>
<td>2019-2020 School Year</td>
<td>Special Education teachers and classroom teachers will effectively plan for co-teaching during their common planning time</td>
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<tr>
<td>1- Our master schedule is built to include common planning time for our grade level teachers to meet and collaborate with special education teachers, the EL teacher and the Reading Specialists.</td>
<td>Administrative Team</td>
<td>Master schedule common planning time, a meeting location, preparation time in the summer to build the master schedule as a team</td>
<td>This has been accomplished, but we continue to meet. 2019-2020 School Year</td>
<td>This master scheduling results in collaborative planning, and will be reflected in the inclusive practices survey</td>
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<tr>
<td>2- Professional development will be provided to all staff throughout the school year, with a focus on co-teaching, social-emotional needs (SEL Curriculum), data collection and proper implementation of IEPs.</td>
<td>Administrative staff, Case Managers, SEL Team, SPED Supervisor</td>
<td>IEP training modules located in VISION, meeting time with the SPED Supervisor, time to plan for the various PD opportunities</td>
<td>2019-2020 School Year, monthly SPED meetings</td>
<td>Progress Reports, Completed Professional Development, Staff Survey</td>
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<tr>
<td></td>
<td>INCLUSIVE SCHOOL EDUCATION ACTION PLAN</td>
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<tr>
<td>3-</td>
<td>Implement a program that focuses on Social/Emotional development (SEL) for grades K-1</td>
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<td></td>
<td>SEL Team, Teachers in grades K-1</td>
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<td></td>
<td>SEL training materials and kits, Professional Development on SEL implementation</td>
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<td></td>
<td>Training Completed in the Fall, but implementation is ongoing through the 2019-2020 school year</td>
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<td></td>
<td>Daily implementation of the SEL curriculum in grades K-1, post assessment results, staff survey results, observation of SEL in K-1 classrooms</td>
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<td>4-</td>
<td>Access to the general education curriculum and participation in an inclusive setting is available for all students</td>
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<td>Administrative staff, General Education teachers and Special Education teachers</td>
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<td>Access to student IEPs, Progress Reports, Ongoing communication between the school and the parents</td>
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<td>Implemented daily, throughout the 2019-2020 School Year and beyond.</td>
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<td>Inclusive Practices survey results, input from parents regarding inclusive schools, IEPs that reflect the maximum amount of general education time possible for all students.</td>
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<td>5-</td>
<td>The school staff will actively participate in Inclusive Schools Week, where Inclusion will be the topic of the week.</td>
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<td>Administrative Staff, Case Managers</td>
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<td>Time to plan for the events, time on the morning show, access to the Inclusive Schools Week website</td>
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<td>December 2019</td>
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<td></td>
<td>Inclusive schools week celebration school-wide, Inclusive Practices survey.</td>
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