



INCLUSIVE SCHOOL EDUCATION ACTION PLAN

School: Liberty ES 2019-2020

ACTION STEPS: (based off survey quality indicators)	Person(s) Responsible	Resources Needed	Time Frame	Evidence of Mastery
Master schedule includes weekly opportunities for planning time for general education and special education teachers at each grade level.	Admin team	Master Schedule	Accomplished for 2019-2020 SY	Master Schedule, Planbook.com, Outlook Calendar
Hold monthly class meetings to establish an inclusive community within each classroom to help students understand diversity among peers.	General and special education teachers, school counselors	Master Schedule	Ongoing for 2019-2020 SY	Class Schedules, Lesson Plans, Planbook.com
Hold quarterly meetings with general and special education teachers to discuss issues pertaining to inclusion and provide a forum for meaningful, vertical suggestions, and feedback, as well as planning time for general and special education teaching teams.	AP	Substitutes	Quarterly for 2019-2020 SY	Meeting Minutes
Hold monthly cross-cat meetings with special education team to disseminate information, answer questions, communicate needs, and brainstorm solutions.	AP	Cross-cat Team Meeting Schedule	Ongoing for 2019-2020 SY	Meeting Notes
Provide quarterly coaching/PD sessions for assistants to discuss inclusive practices and instructional/behavioral supports.	Dean	Class Schedules	Ongoing for 2019-2020 SY	Meeting Notes
Case managers visit with specialists during the first quarter to communicate the needs of special education students to specialist teachers.	AP	Team Meeting Schedule and Agenda	Accomplished for the 2019-2020 SY	Meeting Invitations, Meeting Notes