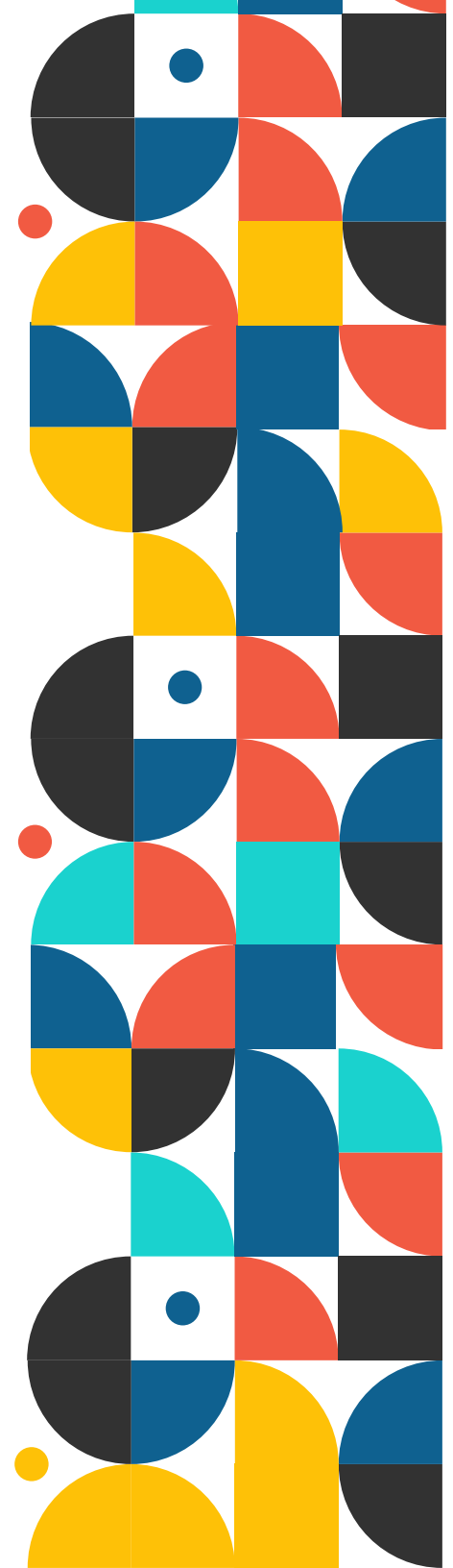


Companion Guide

As the catalyst for building capacity with inclusive practices, this tool is designed to collaboratively engage teams in the [Starter Kit](#) to reflect, discuss, and act.



INCLUSION TODAY



Technical Assistance

As you engage in these resources, if you would like support in the planning and implementation process, consider reaching out to any of our organizations for technical assistance.

[Blue Engine](#)

Our mission is to end the long-standing pattern of disproportionate student outcomes by shifting the paradigm of “typical teaching.” We work in partnership with schools and systems to elevate the mindsets and skills of educators to ensure that all students - especially those who have been most marginalized by race, language and neurodivergence - can access and engage in grade-level learning. Every lesson. Every day.

[Described and Captioned Media](#)

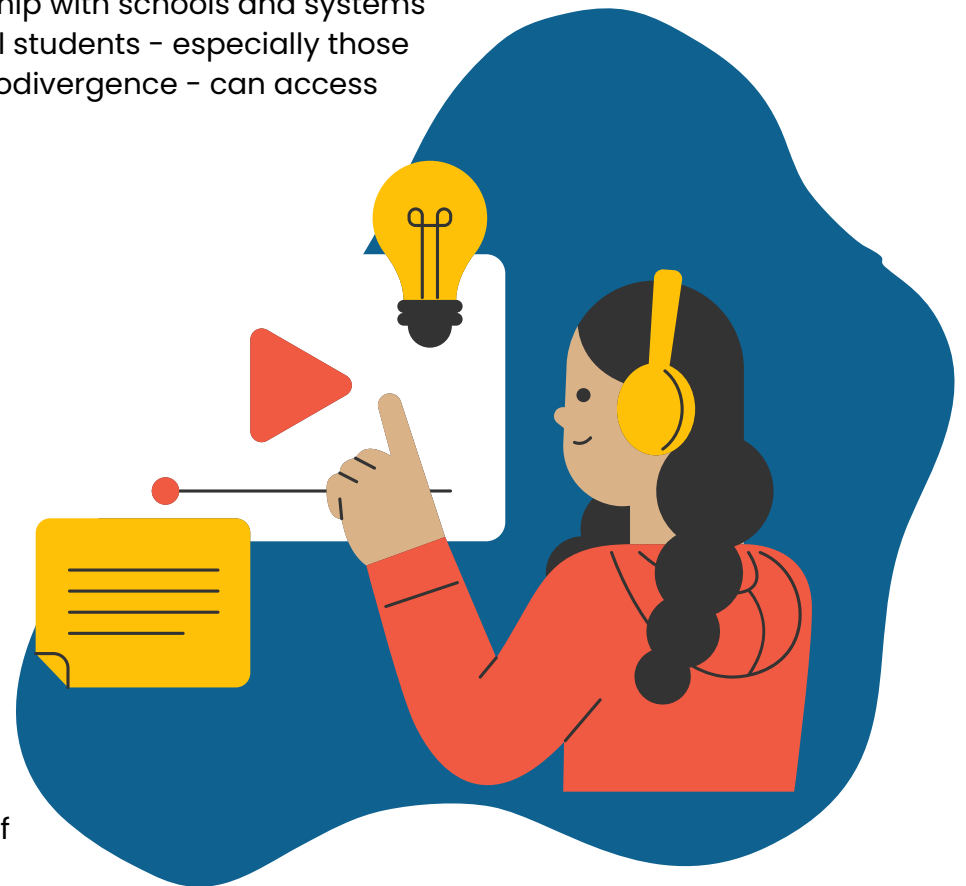
DCMP is funded through the U.S. Department of Education to promote and provide equal access to communication and learning through described and captioned educational media.

[Diverse Learners Cooperative](#)

The Diverse Learners Cooperative exists to create purposeful networks of educators, providing them with high-quality resources and collaborative learning experiences that increase best practices for diverse learners and teacher retention.

[Maryland Coalition for Inclusive Education](#)

MCIE is a non-profit organization dedicated to supporting schools and school systems on their journey to create inclusive school communities where all children and youth feel a sense of belonging and have equitable educational opportunities that result in high levels of academic success.





Step 1: Name Team Members

Use the prompts below to identify members and extended members of your team. Team members can be those currently on your level of leadership and also include those in other levels of leadership. Extended members are those you may call upon for input as needed versus the members who participate habitually on your team.

What is your level of leadership?	(System, District Departmental, or School)
Name team members in your level of leadership.	
Name team members in other levels of leadership.	
How can you ensure representation of students and individuals with disabilities on your team?	
Based on the answers above, who should be part of this collaboration?	

Step 2: Select a Focus Area, we recommend you use this guide for one focus area at a time.

- Focus Area 1:** Inclusive Mission, Awareness, and Mindset
- Focus Area 2:** Strategic Planning
- Focus Area 3:** Effective Collaborative Structures
- Focus Area 4:** Strong Foundational General Education Instruction
- Focus Area 5:** Equitable Allocation of Resources

Step 3: Explore your focus area by completing the following:

- Go to your focus area in the [Starter Kit](#).
- Read the belief statements, leadership practices, and the proof points.
- Review, discuss, and internalize resources listed in that focus area.






Step 4: Re-read the belief statements and discuss the follow:

Which of these belief statements is the most important and why?

Which of these belief statements are currently woven into the culture of your system, department, and/or school?

Which of these belief statements are opportunities for growth within the culture of your system, department, and/or school?



Step 5: Re-read the leadership practices across each leadership level and discuss the following:

<p>How do the leadership practices support the belief statements?</p>	
<p>Based on the leadership practices, what are your strengths?</p>	
<p>Based on the leadership practices, what are your opportunities for growth?</p>	
<p>Based on the opportunities for growth, select 1-3 leadership practices that would leverage the highest impact for change.</p>	




Step 6: Review the practice in action examples and complete the following:

What inclusive leadership practices are evident in the practice in action?

Based on these leadership practices, describe the practices that currently exist in your setting.



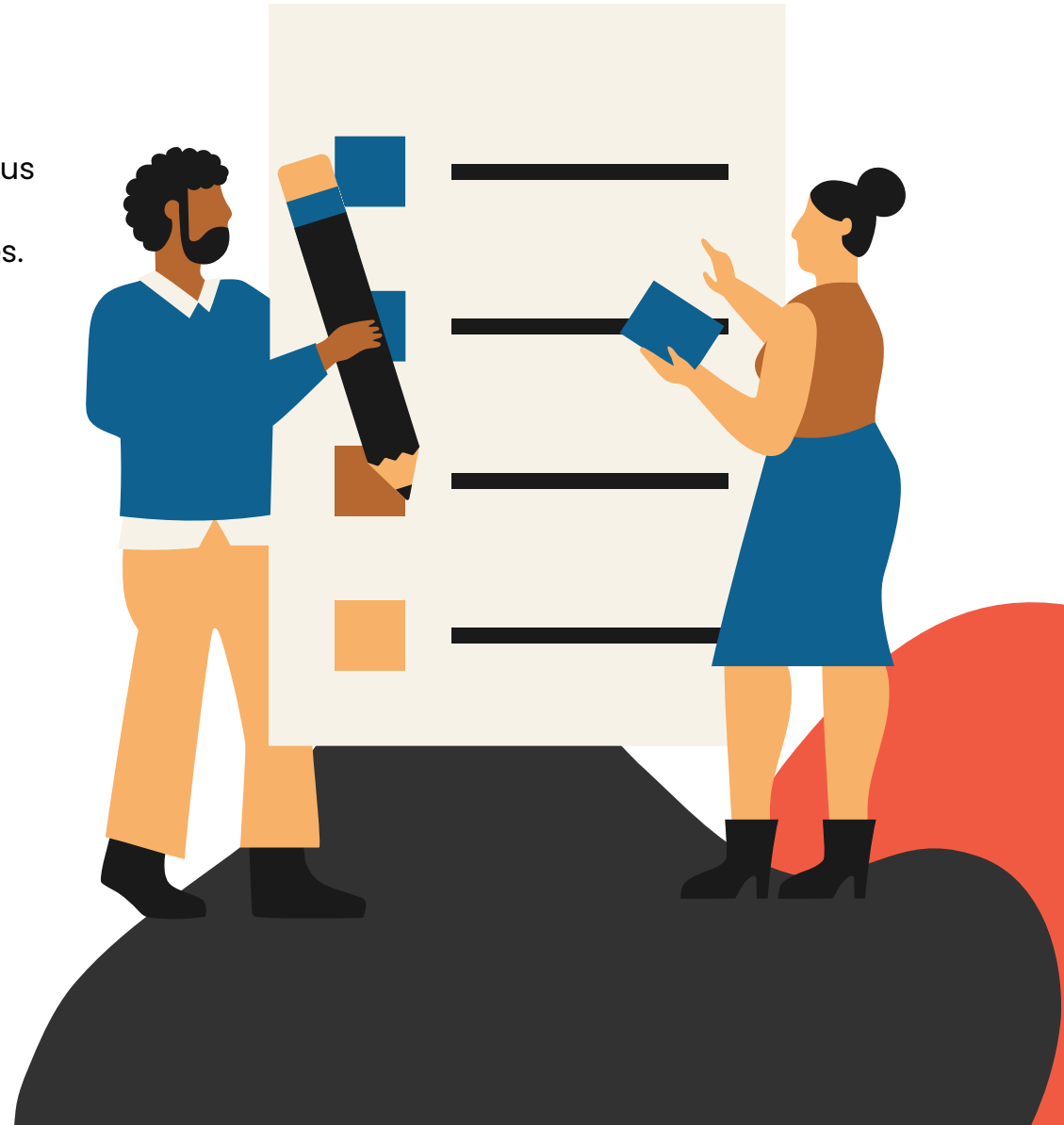
 **Step 7:** Review the technical assistance organizations described on page 1 of the [Starter Kit](#) and discuss the following:

<p>What technical assistance might support you in developing and / or implementing this action plan?</p>	
<p>If you are going to engage in technical assistance, define the following:</p>	<p>Name of partner organization:</p> <p>Who from your team will contact the organization?</p> <p>By when?</p>
<p>Name of partner organization: Who from your team will contact the organization? By when?</p>	





Step 8: Since you are most familiar with your organization's needs, we have provided three templated tables to help guide your work in your focus area. Use the templates in the following pages to develop a plan for your selected leadership practices.





Leadership Practice:

ACTION STEPS

What are your action steps?

STAKEHOLDERS

Who is responsible for completing the action steps?

DEADLINE

When is the deadline to complete the action steps?

How will you measure success?



Leadership Practice:

ACTION STEPS

What are your action steps?

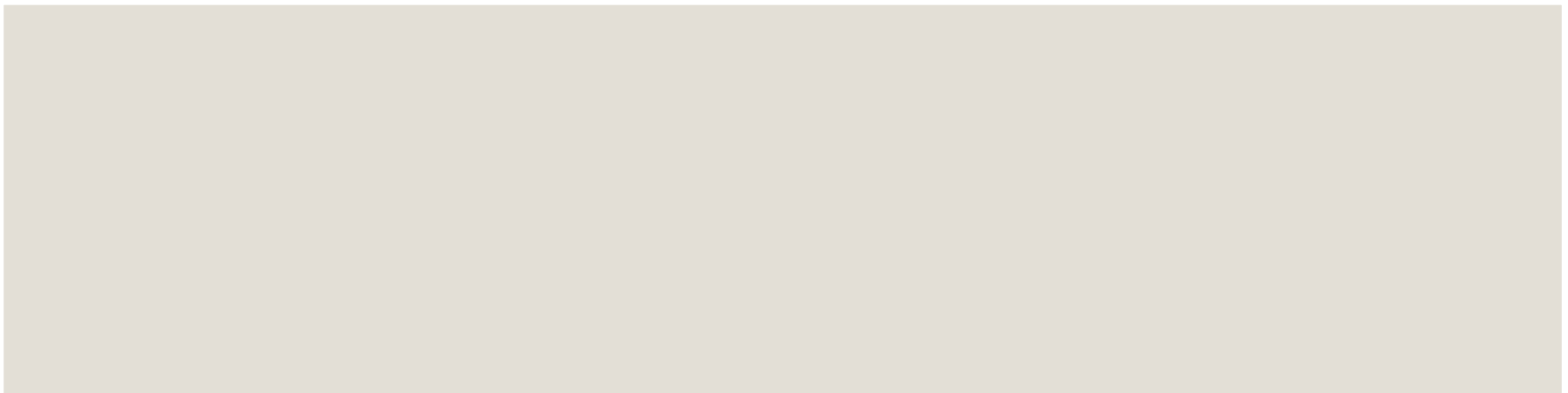
STAKEHOLDERS

Who is responsible for completing the action steps?

DEADLINE

When is the deadline to complete the action steps?

How will you measure success?





Leadership Practice:

ACTION STEPS

What are your action steps?

STAKEHOLDERS

Who is responsible for completing the action steps?

DEADLINE

When is the deadline to complete the action steps?

How will you measure success?





Step 9: Sustain and continue the work by engaging in the following:

- Monitor implementation of the action plan.
- Adjust implementation to ensure progress.
- Identify your next practice(s) and/or another focus areas to implement.
- Repeat the planning process using this tool for a new practice and/or focus area.

