

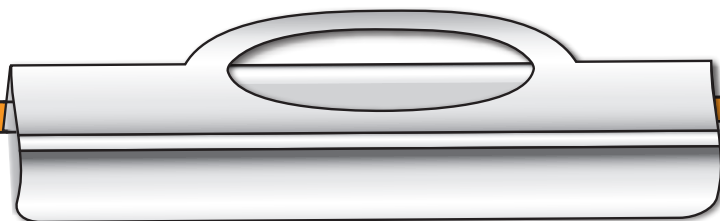
September Agenda Leadership Team

The topics below are suggestions. Tailor the agenda to fit your team's needs, or divide the agenda and hold several meetings throughout the month.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Make any needed introductions among team members. <input type="checkbox"/> Designate a notetaker. <input type="checkbox"/> Discuss the purpose of the team. <input type="checkbox"/> Discuss the value of having a diverse team that includes students and adults. Use questions such as these to guide discussion. <ul style="list-style-type: none"> • How will students' perspectives help us achieve our goals? • How will promoting leadership skills among students affect our work? How will it affect students? <input type="checkbox"/> Designate an adult team member as a liaison with students if students are not able to attend a particular meeting. <input type="checkbox"/> Establish meeting rules and procedures. Consider even small details such as whether there will be snacks at the meetings. <input type="checkbox"/> Set a meeting schedule. <input type="checkbox"/> Request an update from the team member who is the liaison with the state Special Olympics office. Encourage him or her to connect with an office representative regularly to determine Unified Champion Schools paperwork that needs to be completed, resources that are available, and events the school can be involved in. | <ul style="list-style-type: none"> <input type="checkbox"/> Consider incorporating messages that promote acceptance and social inclusion into morning announcements. <input type="checkbox"/> Complete the Characteristics of Socially Inclusive Schools assessment to gather baseline data on the school in regard to social inclusion. Discuss the results and revisit the assessment throughout the year.. <input type="checkbox"/> Look ahead to the yearlong calendar and start to pencil in special events such as National Bullying Prevention Month (October), World Kindness Day (November 13), Inclusive Schools Week (first full week in December) and Spread the Word Day (March). Match up other school calendar items with your commitment to inclusion. <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
|---|---|

Student Leader Tasks

- Engage student leaders with and without intellectual disabilities in a discussion about inclusion across the school. Where/when do they see it? Where/when/and for whom is it missing?
- Arrange for students to help give **morning announcements** that include the messages of acceptance and inclusion.



October Agenda

Leadership Team

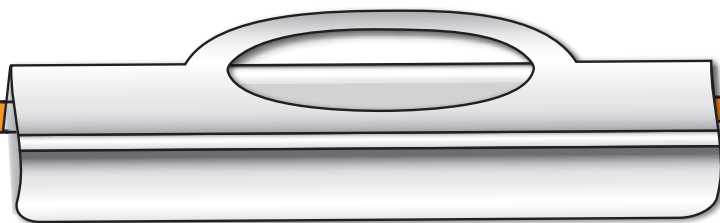
The topics below are suggestions. Tailor the agenda to fit your team's needs, or divide the agenda and hold several meetings throughout the month.

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|--|---|
| <input type="checkbox"/> Review the notes from the last meeting. | <input type="checkbox"/> Identify any special whole school activities that are scheduled for November, such as a Thanksgiving Day play. Discuss ways to make the activities socially inclusive if they are not already. |
| <input type="checkbox"/> Wrap up any further discussion of the school assessment. Ask student team members to report on the discussion they had about inclusion. | <input type="checkbox"/> Plan a small whole school engagement activity for November, such as a hallway display that all students contribute to or a Mix-It-Up Day. Fully involve students in discussions and decisions. |
| <input type="checkbox"/> Set measurable and practical goals for each component for the year. Align the plan with other school initiatives. Use the strategic plan template found at the Elementary School Playbook resources section for guidance. | <input type="checkbox"/> Discuss Unified Sports, inclusive youth leadership and whole school engagement options. Designate a chairperson to lead each component. |
| <input type="checkbox"/> Ask the team's Special Olympics state office liaison to provide updates on programming, training, and deadlines. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Connect with Unified Champion Schools in the district to cross reference plans and dates. Find opportunities to collaborate and share events across schools. | <input type="checkbox"/> _____ |

Student Leader Tasks

- Ask students to survey classmates to find out what Unified Sports options are most popular. Have a committee member or classroom teacher show them how to create a bar graph to report the results.





November Agenda

Leadership Team

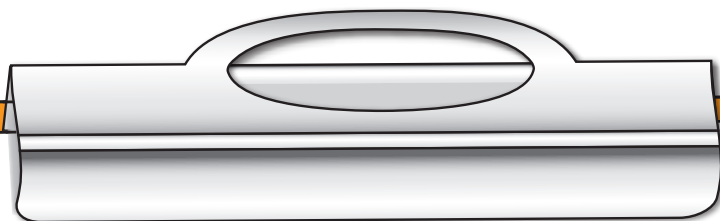
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|---|---|
| <input type="checkbox"/> Review the notes from the last meeting. | <input type="checkbox"/> Discuss starting a Unified Club, such as a Friend Club or a Respect Club, that brings students with and without intellectual disabilities together. If the team is interested, designate an adult club leader. |
| <input type="checkbox"/> Discuss the whole school engagement activity planned for this month. Work out any last-minute details. | |
| <input type="checkbox"/> Get updates from the Special Olympics state office liaison and the Unified Sports chairperson. Create or revise action plans as needed. | <input type="checkbox"/> Identify current whole-school clubs such as the school safety patrol and whole-school activities such as skate night. Discuss ways to make them more socially inclusive. |
| <input type="checkbox"/> Identify any special whole-school activities that are scheduled before winter break, such as a Winter Concert. Discuss ways to make them socially inclusive if they are not already. | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |

Student Leader Tasks

- If plans for a Unified Club are made, have students make posters promoting the club and display them around the school.
- Encourage each student to invite at least one other student to join the Unified Club.
- After the whole school engagement activity is held, have students survey their peers to get feedback on the activity. Designate time to share the findings with the leadership team.





December Agenda

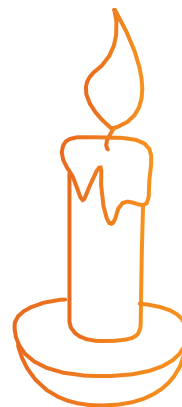
Leadership Team

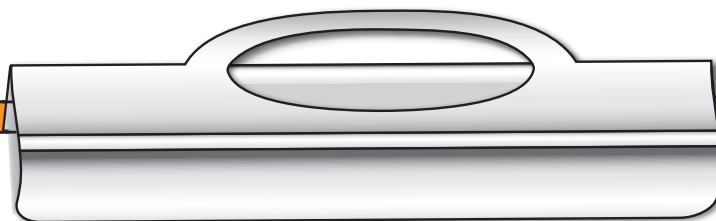
The topics below are suggestions. Tailor the agenda to fit your team's needs, or divide the agenda and hold several meetings throughout the month.

- Review the notes from the last meeting.
- Discuss last month's whole school engagement activity. What went well? What changes are recommended? How did it reflect social inclusion?
- Revisit the goals that were set at the beginning of the year. Is the team on track? Are any changes needed? What is working well? Where are more resources needed?
- Discuss any state Special Olympics programs with winter fundraisers, such as the Polar Plunge® event. See what opportunities are available. If the group is interested, develop an action plan.
- Discuss progress on making current clubs and schoolwide activities more socially inclusive.
- Get updates from the Special Olympics state office liaison and the Unified Sports chairperson. Create or revise action plans as needed.
- _____
- _____

Student Leader Tasks

- Ask students to share the feedback they received from peers about November's whole school engagement activity.
- If students are involved in a Unified Club, have them update the Leadership Team.





January Agenda

Leadership Team

The topics below are suggestions. Tailor the agenda to fit your team's needs, or divide the agenda and hold several meetings throughout the month.

- Review the notes from the last meeting.
- Get updates from the Special Olympics state office liaison and the Unified Sports chairperson. Create or revise action plans as needed.
- Start planning a [Spread the Word Campaign](#). Many schools plan a campaign to coincide with the Spread the Word annual day of awareness (held yearly the first Wednesday in March). Consider how the campaign will integrate all three components – Unified Sports, inclusive youth leadership, and whole school engagement. Designate one or more adult leaders to head up the planning. Contact the state Special Olympics office for resources.
- Discuss ways to promote student leadership in the classroom and during specials such as PE and art. Determine how to share the suggestions with other staff members. Explore funding options for adding books that promote leadership qualities to the school library. Possibilities to consider include the parent- teacher organization and fundraising.
- Pause at this midpoint in the year. Think back to why your Leadership Team was formed in the first place. Celebrate your progress and share stories of students whose actions have changed or who are more included in school events. Share any feedback from parents and faculty and reaffirm your commitment to an inclusive environment.
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- _____

Student Leader Tasks

- Invite students to tell the group which inclusive activities held so far this year were especially enjoyable for them and why.
- If the Spread the Word Campaign will include theme days, give students a list of possible themes and have them survey their class to determine the most popular themes. Or have students meet with their classes to brainstorm possible themes.
- Once the team works out the main details of the Spread the Word Campaign, identify ways the students will demonstrate inclusive youth leadership during the week.



February Agenda

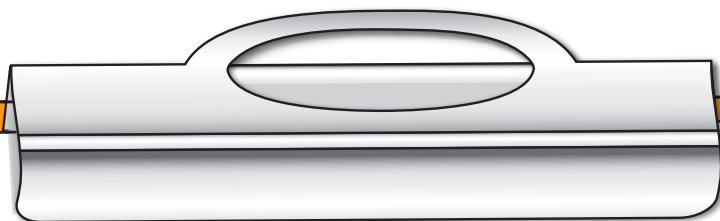
Leadership Team

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|---|--|
| <input type="checkbox"/> Review the notes from the last meeting. | <input type="checkbox"/> Identify and make a plan to share Unified Champion Schools resources with teachers including those on the Generation Unified website . Encourage them to use the resources prior to the Spread the Word Campaign to build students' understanding of individual differences, respect and acceptance, and friendships. |
| <input type="checkbox"/> Get updates from the Special Olympics state office liaison and the Unified Sports chairperson. Create or revise action plans as needed. | |
| <input type="checkbox"/> Review plans for next month's Respect Campaign. Update plans and seek additional resources as needed. Fully involve students in discussions and decisions. | <input type="checkbox"/> Plan to participate in any local Special Olympics competitions planned for the spring. Identify opportunities for their peers to support your Unified teams and Special Olympics athletes. |
| <input type="checkbox"/> Review plans for any schoolwide events for Valentine's Day or Heart Month. Discuss ways to make them socially inclusive if they are not already. | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |

Student Leader Tasks

- Have students brainstorm aspects of the upcoming Respect Campaign that are important to include on a flyer to send home to all students' families. What key terms will encourage students and families to participate? Invite students to design the flyer.
- Ask each student to report to his or her class by briefly telling students what they can look forward to during the Respect Campaign. If desired, assign students to visit and update classes that do not have representatives on the team.



March Agenda

Leadership Team

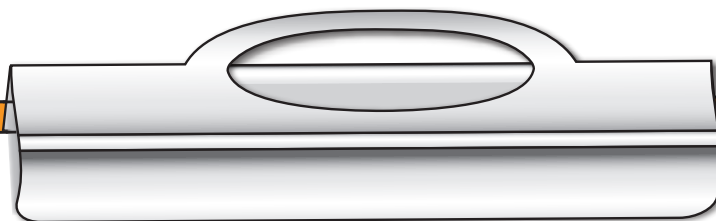
The topics below are suggestions. Tailor the agenda to fit your team's needs, or divide the agenda and hold several meetings throughout the month.

- Review the notes from the last meeting.
- Get updates from the Special Olympics state office liaison and the Unified Sports chairperson. Create or revise action plans as needed.
- Review plans for the Spread the Word Campaign. Update plans and seek additional resources as needed. Fully involve students in discussions and decisions.
- Start planning a year-end whole school engagement activity, such as a Unified Sports Day. Designate a chairperson and create an action plan. If your school typically holds a year-end Field Day, discuss how a Unified Sports Day could complement or replace this event. Also, discuss ways to make the event socially inclusive if it is not already. Fully involve students in discussions and decisions.
- Identify community partners who may be interested in your social inclusion efforts. Invite them to an upcoming event to help them learn more about Unified Champion Schools.
- _____
- _____



Student Leader Tasks

- Ask students to poll classmates to gauge their interest in different outdoor club options. Designate time at the next meeting to report results and ideas.
- Invite students to share what they think worked well during previous year-end sports days and what they'd like to change.



April Agenda

Leadership Team

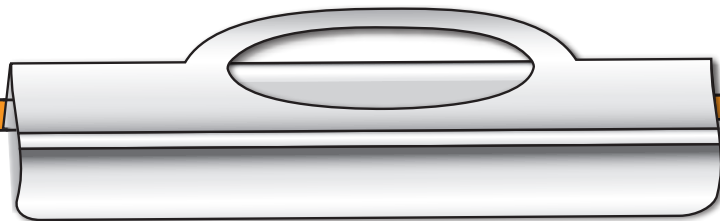
The topics below are suggestions. Tailor the agenda to fit your team's needs, or divide the agenda and hold several meetings throughout the month.

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|---|--|
| <input type="checkbox"/> Review the notes from the last meeting. | <input type="checkbox"/> Follow up on planning for the Unified Sports Day and/or Field Day. Revise the action plan as needed. Fully involve students in discussions and decisions. |
| <input type="checkbox"/> Get updates from the Special Olympics state office liaison and the Unified Sports chairperson. Create or revise action plans as needed. | <input type="checkbox"/> Identify any special whole-school activities that are scheduled for the end of the year, such as grade-level picnics or field trips. Discuss ways to make them socially inclusive if they are not already. Fully involve students in discussions and decisions. |
| <input type="checkbox"/> Discuss feedback on the Spread the Word Campaign. For future reference, note things that worked well and ideas for improvement. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ask the school liaison with the state Special Olympics office to share the highlights of the Spread the Word Campaign with the state office. | <input type="checkbox"/> _____ |

Student Leader Tasks

- Have students lead a “school wide” reading event using books from the [Unified Young Readers resource](#) or other inclusive titles.
- Ask each student to report to his or her class by briefly telling students about the upcoming whole school engagement activity for May. If desired, assign students to visit and update classes that do not have representatives on the team.





May Agenda

Leadership Team

The topics below are suggestions. Tailor the agenda to fit your team's needs, or divide the agenda and hold several meetings throughout the month.

- Review the notes from the last meeting.
- Get updates from the Special Olympics state office liaison and the Unified Sports chairperson. Create or revise action plans as needed.
- Discuss feedback on the Unified Sports Day. To help with next year's planning, note what worked well and ideas for improvement.
- Ask the school liaison to the state Special Olympics office to share success stories from the Unified Sports Day.
- Complete the Characteristics of a Socially Inclusive School assessment again and review the rubric. Compare the results with the assessment completed at the beginning of the year..
- Identify the school's progress toward social inclusion. Celebrate the successes.
- Set goals for the next school year. Plan your beginning-of-the-year agenda now, while everything is fresh in your mind.
- _____
- _____

Student Leader Tasks

- Invite students to tell the team what they most enjoyed on Unified Sports Day and why. Then, ask them what they would do differently next year.
- Engage the students in a discussion about their challenges and success this year. Use their ideas to inform new goals for the coming year.

