

## Directions and Rating Sheets for Completing the School Best Practices for Inclusive Education (BPIE) Assessment Instrument

Following are the steps for completing the School BPIE Assessment Instrument. Please read and follow all steps and remember to bring your final results to the School BPIE team meeting scheduled by your administrator.

The “School BPIE Assessment” instrument has a total of 34 best practice indicators for inclusive education. Each indicator has sections that include

- a) Examples or evidence of practice,
- b) Implementation ratings,
- c) Data sources or supporting evidence,
- d) Suggested measures, and
- e) Comments.

### Follow these steps to complete your “School BPIE Assessment Instrument”:

1. Download the “School BPIE Assessment.” You may choose to print the document or open it on your computer. ”

To complete the “School BPIE Assessment Instrument” you may print out and write directly on your copy or use your computer to record your responses in the electronic form (please remember to save your responses).

2. Read the indicator rating definitions.
  - **Not yet (NY):** There is **no evidence** that the school has put in place actions to address this indicator or implement the practice; **considerable further action or improvement is needed.**
  - **Partially/Beginning (PB):** There is evidence that the **practice is beginning to be implemented in some classrooms, with some teams, or for some students with disabilities (SWDs) in the school.** The practice is not implemented consistently across the entire school or for **all** SWDs; **further action or improvement is needed.**
  - **Partially/Almost (PA):** There is evidence that the **practice is almost fully in place** across **all** teams and classrooms, and for **all** SWDs; a **minimal amount of further action or improvement** is needed to reach full, schoolwide implementation.
  - **Fully (F):** There is clear evidence that this indicator is consistently practiced and in place across the **entire school** and for **all** SWDs; further actions will be for the purpose of maintaining the practice schoolwide.

3. Read each indicator and the examples provided.
4. Determine if you have evidence or data source(s) to support a rating of **Not Yet, Partially/Beginning, Partially/Almost** or **Fully Implementing** for the indicator.

Depending on your role, experience and background knowledge, you **may or may not** have evidence or data to support an indicator rating for **all 34 indicators**. Please rate **only** those indicators that you have data or evidence to support.

5. For each indicator you rate, mark your response using the pull-down menu in the “Implementation Status” column. **Please rate only the indicators as shown in the first column.** The items in the second column are provided as **examples only**.
6. List your evidence or source(s) where data may be found in the last column. For example, when completing Indicator 5, the rater may make note that “School LRE data, student IEPs, and student schedules” reflect this indicator that states “All SWDs, regardless of the type or severity of disability, receive their education and related services in age- and grade-appropriate, heterogeneous, general education contexts 80 percent or more of the day.” Please note that data sources or supporting evidence should be documented for **each** indicator rated by the team, including those rated as **Fully** implemented.
7. After completing the BPIE indicator ratings please bring your “School BPIE Assessment Instrument” to the scheduled BPIE team meeting(s) and be prepared to share your ratings with the team. You are not required to bring hard copies of data or supporting evidence to the BPIE team meeting; however, you should be prepared to justify your indicator ratings based on the information you noted in the “Data Sources/Supporting Evidence” column.
8. **If you cannot attend the BPIE team meeting**, please provide a copy of your completed “School BPIE Assessment Instrument” to your administrator so that your ratings and feedback can be shared and included in the final team ratings.

***For more information about completing the School BPIE Assessment, please contact your school administrator. Thank you for your time and effort to improve outcomes for students with disabilities in our school!***