

## **APPENDIX C – “Questionnaire” - School-Wide Inclusive Education Best Practice Indicators<sup>1</sup>**

This document is designed to offer schools a set of inclusive education best-practice indicators<sup>2</sup>, a framework to guide inclusive programming, from which school teams can take stock of their current situation, see what they feel they are doing well, determine targets for improvement and seek assistance. This document does not evaluate staff or students but is designed to assist schools in improving services offered to *all* students.

### **Instructions for completing the document:**

Please read and consider each indicator carefully. Rate the degree to which you think your school currently practices each indicator using the following scale) in the columns headed “Progress” :

- No evidence (NE)
- Minimal evidence (ME)
- Some evidence (SE)
- Adequate evidence (AE)
- Exemplary evidence (EE)

If you are not sure what is meant select the “?” column.

Upon completing the rating scale, you should select specific indicators as your targets for improvement. This can be done by checking the column marked “TI”.

Once you have selected your targets for improvement, select the three which you feel are most important. Give priority to these items by assigning them a 1, 2 or 3, in order of perceived importance

When you have completed the progress chart, and identified targets for improvement, please complete the last page by providing a scenario in which you see these indicators currently occurring, and ways in which you could see your school enhancing the targeted areas for improvement.

These indicators, as well as an action plan to facilitate their improvement, will be discussed during the first focus group session.

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<sup>1</sup> This tool has been edited from a version created by Anne Denham and colleagues, Inclusive Education Initiative, University of Kentucky

<sup>2</sup> Jorgensen, C., McSheehan, M., & Sonnenmeier, R. (2002). Essential Best Practices in Inclusive Schools. UNH Institute on Disability/UCED December, 2002

**School-Wide Inclusive Education Best Practice Indicators: Progress Chart**

INCLUSIVE BEST PRACTICE INDICATORS									
?	NE	ME	SE	AE	EE	Total	Planning		
							TI	Priority	check
1.	1	2	3	4	5				
1.1									
1.2									
1.3									
1.4									
1.5									
1.6									
1.7									
1.8									
1.9									

School-Wide Inclusive Education Best Practice Indicators: Progress Chart

INCLUSIVE BEST PRACTICE INDICATORS		?	Progress					Planning		
			NE	ME	SE	AE	EE	Total	TI	Priority
2.	<b>General Education Class Membership and Full Participation</b> <i>Students with significant disabilities are members of age-appropriate general education classes in their neighborhood schools. There are no programs or rooms just for students with significant disabilities and these students have access to the full range of learning experiences and environments offered to students without disabilities.</i>		1	2	3	4	5		check	1, 2, 3
2.1	The student is on the roster of and formally a member of an age-appropriate general education class.									
2.12	The student attends the school he/she would attend if he/she didn't have a disability.									
2.13	The student progresses through the grades according to the same pattern as students without disabilities.									
2.14	The student marches at graduation at the average age at which other classmates without disabilities graduate.									
2.15	The student receives a diploma when he/she is discharged from special education.									
2.2	The student learns in outside-of-school, age-appropriate, and inclusive environments after the age of 18 and before he/she receives a high school diploma or is discharged from special education.									
2.21	The student is not pulled out of general education classes for academic instruction.									
2.22	Related services are delivered primarily through consultation in the classroom.									
2.23	Related services are delivered in typical, inclusive environments.									
2.3	There are no places or programs just for students with disabilities.									
2.31	Students with disabilities are proportionally represented in classes, courses, clubs, and extracurricular activities.									
2.32	The student's name is on all class lists, lists of groups put on the board, job lists, etc.									
2.4	The student receives the same materials as students without disabilities, with supports (i.e., accommodations and adaptations) provided as necessary.									

NE = No Evidence; ME = Minimal Evidence; SE = Some Evidence; AE = Adequate Evidence; EE = Exemplary Evidence

? = Unsure; TI = Target for Improvement

**School-Wide Inclusive Education Best Practice Indicators: Progress Chart**

<b>INCLUSIVE BEST PRACTICE INDICATORS</b>		?	<b>Progress</b>					<b>Planning</b>		
			<b>NE</b>	<b>ME</b>	<b>SE</b>	<b>AE</b>	<b>EE</b>	<b>Total</b>	<b>TI</b>	<b>Priority</b>
<b>2.</b>	<b>General Education Class Membership and Full Participation</b>		1	2	3	4	5		check	1, 2, 3
2.5	The student participates in classroom and school routines in typical locations, such as the Pledge of Allegiance, lunch count, jobs, errands, eating lunch in the cafeteria, etc.									
2.6	The student rides the same school bus as his/her peers without disabilities.									
2.61	The student attends classes with other students, arriving and leaving at the same time.									
2.62	The student participates in classroom instruction in similar ways as students without disabilities; for example: whole class discussions, at the board, in small groups, when called on by the teacher.									
2.7	The student participates in school plays, field trips, and community service activities.									
2.8	The school is physically accessible.									
2.9	The school accommodates the student's sensory needs.									
2.91	The student's individual behavioral goals are aligned with the school-wide behavioral rules.									
2.92	The student's individual behavior supports and interventions are similar to ways that students without disabilities are supported									

School-Wide Inclusive Education Best Practice Indicators: Progress Chart

INCLUSIVE BEST PRACTICE INDICATORS		Progress						Planning		
		?	NE	ME	SE	AE	EE	Total	TI	Priority
3.	<b>Quality Augmentative and Alternative Communication</b>		1	2	3	4	5		check	1, 2, 3
	<i>Students with significant disabilities are provided with accurate and reliable augmentative and alternative communication (AAC) supports and services that enable them to communicate about the content of the academic curriculum and in social situations with adults and age-appropriate classmates.</i>									
3.1	The student has a means to communicate at all times.									
3.11	The student has a means to communicate for a variety of purposes.									
3.12	Although the student may have multiple ways of communicating, a primary means of communication is identified. The student's communication system is programmed with messages to demonstrate learning of age-appropriate core academics, commensurate with his/her age-appropriate classmates.									
3.2	AAC systems are provided to enable the student to communicate for the purposes of self-determination and futures planning.									
3.21	Supports are provided to enable the student to communicate for the purpose of self-determination and futures planning.									
3.3	The student, his/her family members, and classmates without disabilities participate in the selection of messages programmed into the AAC system.									
3.31	When acting as a facilitator, people clearly engage in a support role, not actively participating in the content of the interaction between the student using AAC and his/her conversational partners.									
3.32	When conversing with the student as a conversational partner, classmates and adults utilize information provided by facilitators to converse directly with the student, not with the facilitator.									
3.4	Training and support to use the AAC system is provided to the student in the contexts and routines in which the student will communicate.									
3.41	Training and support to use the AAC system is provided to the team, including classmates, in the contexts and routines in which the student will communicate.									
3.5	AAC supports take into consideration the communicative functions of challenging behavior.									

School-Wide Inclusive Education Best Practice Indicators: Progress Chart

INCLUSIVE BEST PRACTICE INDICATORS		?	Progress					Planning		
			NE	ME	SE	AE	EE	Total	TI	Priority
3.	<b>Quality Augmentative and Alternative Communication</b>		1	2	3	4	5		check	1, 2, 3
3.6	A variety of funding sources are utilized to acquire and maintain assistive technology and AAC systems, and to support training of the student, his/her family, classmates, and support personnel.									

School-Wide Inclusive Education Best Practice Indicators: Progress Chart

INCLUSIVE BEST PRACTICE INDICATORS		Progress						Planning	
		NE	ME	SE	AE	EE	Total	TI	Priority
4.	<p><b>Curriculum, Instruction and Support</b></p> <p><i>Curriculum and instruction are designed to accommodate the full range of student diversity. Individualized supports are provided to students with significant disabilities to enable them to fully participate and make progress within the general education curriculum. Students learn functional or life skills within typical routines in the general education classroom or other inclusive activities and environments.</i></p> <p><i>Curriculum is ...</i></p>	1	2	3	4	5		check	1, 2, 3
4.1	Based on common content standards for all students.								
4.11	Presented in a variety of accessible formats including written information at appropriate reading levels, and in formats as indicated on the student support plan (e.g., video, picture/symbols, actual objects, demonstrations, orally, etc.).								
4.12	Individualized through the development of personalized performance demonstrations for some students.								
	<i>Instruction...</i>								
4.2*	<p>Reflects principles of Universal Design for Learning (CAST):</p> <ul style="list-style-type: none"> <li>To support recognition learning, provide multiple, flexible methods of presentation</li> <li>To support strategic learning, provide multiple, flexible methods of expression and apprenticeship.</li> <li>To support affective learning, provide multiple, flexible options for engagement.</li> </ul>								
4.21	Reflects the learning styles of all students in the class by the use of visual, tactile, and kinesthetic materials and experiences.								
4.22	<p>Prioritizes the use of research-based strategies for increasing student achievement, such as:</p> <ul style="list-style-type: none"> <li>Identifying similarities and differences</li> <li>Summarizing and note taking</li> <li>Reinforcing effort and providing recognition</li> <li>Homework and practice</li> <li>Nonlinguistic representations</li> <li>Cooperative learning</li> </ul>								

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**School-Wide Inclusive Education Best Practice Indicators: Progress Chart**

INCLUSIVE BEST PRACTICE INDICATORS		?	Progress					Planning		
			NE	ME	SE	AE	EE	Total	TI	Priority
4.	<b>Curriculum, Instruction and Support</b>		1	2	3	4	5		check	1, 2, 3
	<ul style="list-style-type: none"> <li>• Setting objectives and providing feedback</li> <li>• Generating and testing hypotheses</li> <li>• Questions, cues, and advance organizers</li> </ul>									
4.23	Is provided in multiple formats such as individual, pairs, small groups, and whole class.									
	<b>Supports...</b>									
4.3	Are provided within the general education class and other typical environments to enable the student to participate in and benefit from the general education curriculum and other inclusive learning opportunities and activities.									
4.31	Are defined by the student's support plan, and may include: physical, emotional, and sensory supports; adapted materials; assistive technology and AAC; personalized performance demonstrations; personalized instruction; and individualized grading and evaluation plans.									
4.32	For behavior take into consideration the student's sensory needs.									
4.33	For positive behavior are designed after completion of a functional behavioral assessment.									
4.34	For individual student behavior focus on teaching a new skill that replaces the function of an inappropriate behavior.									
4.35	Are consistent with a school wide positive behavior philosophy.									
	<b>Evaluation and Grading...</b>									
4.4	Includes criteria for judging success that reflects general education curriculum standards and individualized IEP goals and objectives.									
4.41	Reflects benchmarks similar to those of students without disabilities.									
4.42	Reflects evaluation methods similar to those of students without disabilities.									
4.43	Allows the student to receive grades that reflect "personal best" achievement and improvement.									



School-Wide Inclusive Education Best Practice Indicators: Progress Chart

INCLUSIVE BEST PRACTICE INDICATORS		Progress						Planning		
		?	NE	ME	SE	AE	EE	Total	TI	Priority
5.	<p><b>Ongoing Authentic Assessment</b></p> <p><i>Authentic, performance-based assessments are conducted within typical activities in inclusive environments for the purpose of identifying students' learning and communication styles, preferences and interests, academic strengths and weaknesses, and need for support.</i></p>		1	2	3	4	5		check	1, 2, 3
5.1	<p>Present level of performance statements on the IEP reflect the:</p> <ul style="list-style-type: none"> <li>• student's talents, abilities, skills</li> <li>• students' learning styles</li> <li>• student's preferences</li> <li>• supports that the student needs to learn well</li> </ul>									
5.2	<p>Assessment reports reflect the student's abilities and needs rather than deficits and weaknesses.</p>									
5.3	<p>If the student has difficulty communicating, assessment tools and strategies are chosen accordingly.</p>									
5.4	<p>Teachers and related service providers use ongoing dynamic assessments instead of discrete, one-time assessment tools.</p>									

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<b>INCLUSIVE BEST PRACTICE INDICATORS</b>		<b>Progress</b>						<b>Planning</b>		
		<b>?</b>	<b>NE</b>	<b>ME</b>	<b>SE</b>	<b>AE</b>	<b>EE</b>	<b>Total</b>	<b>TI</b>	<b>Priority</b>
6.	<b>Family-School Partnerships</b>		1	2	3	4	5		check	1, 2, 3
	<i>Families and schools are engaged in partnership to create quality inclusive educational experiences for students with significant disabilities. Families are connected to resources for developing their own leadership and advocacy skills.</i>									
6.1	Family priorities are reflected in annual goals on the student's IEP.									
6.2	Families acknowledge teachers' efforts on behalf of their child.									
6.3	Families know about resources for building their own leadership and advocacy skills relative to their child's education.									
6.4	Families attend case-management meetings or planning meetings on a regular basis.									
6.5	Families have input and receive regular information about their child's social behavior.									
6.6	Individual behavioral interventions reflect the family's cultural practices.									

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INCLUSIVE BEST PRACTICE INDICATORS		Progress						Planning		
		?	NE	ME	SE	AE	EE	Total	TI	Priority
7.	<b>Team Collaboration</b>		1	2	3	4	5		check	1, 2, 3
	<i>General and special education teachers and related service providers demonstrate shared responsibility by collaborating in the design, implementation, and evaluation of students' educational programs and their IEPs.</i>									
7.1	The roles and responsibilities of all teachers and staff reflect the commitment and skills needed to teach and support all students, including those with disabilities.									
7.2	Special education staff work within the general education classroom as co-teachers, team-teachers, small group instructors, or one-on-one support teachers for all students in the class.									
7.3	The roles and responsibilities of special education teachers, paraprofessionals, and related service providers reflect the provision of supports and services to students to enable them to participate in and benefit from the general education curriculum and to teachers to enable them to effectively teach heterogeneous classes.									
7.4	There is collaborative planning time during the day for general and special education teachers, and related service providers to ensure all parties are familiar with the lesson content and appropriate supports are provided for the student.									
7.5	Teams use formal processes for conducting meetings, problem-solving, making decisions, and evaluating their own effectiveness.									
7.6	There is a team in place for teachers to discuss and problem-solve learning and behavioral concerns for individual students.									

School-Wide Inclusive Education Best Practice Indicators: Progress Chart

INCLUSIVE BEST PRACTICE INDICATORS		Progress						Planning		
		?	NE	ME	SE	AE	EE	Total	TI	Priority
8.	<p><b>Social relationships and Natural Supports</b></p> <p><i>The first essential condition for friendship is full inclusion. When students with disabilities are kept apart from the mainstream of school life there are few opportunities for friendships to develop between students with and without disabilities. Going to recess, eating in the cafeteria, and access to extracurricular activities are recognized as key ingredients to the formation of friendships. Students who experience significant disabilities should be on sports teams, perform in band and choral groups, perform in school plays, and so forth. Accessible transportation and staff support are provided when necessary to enable students to participate successfully.</i></p>		1	2	3	4	5		check	1, 2, 3
8.1	The student with disabilities has the same variety of social networks as students without disabilities: close friends, acquaintances, kids they share activities with, etc.									
8.2	The student with disabilities participates in the same variety of inclusive and typical extracurricular activities as students without disabilities.									
8.3	When needed, adults facilitate the building of social networks for the student.									
8.4	When ever possible, physical, emotional, and instructional supports are provided by non-special educators -- by classroom teachers, librarians, classmates, office personnel, volunteers.									
8.5	The student has the opportunity to provide support and assistance to others as well as to receive it.									

**School-Wide Inclusive Education Best Practice Indicators: Progress Chart**

INCLUSIVE BEST PRACTICE INDICATORS		Progress						Planning	
		NE	ME	SE	AE	EE	Total	TI	Priority
9.	<b>Futures Planning</b>	1	2	3	4	5		check	1, 2, 3
	<i>Students with disabilities develop a four-year plan of study with their guidance counselor just like students without disabilities. Their course selection is based on regular graduation requirements. They attend college fairs and are encouraged to apply for post-secondary education.</i>								
9.1	The student has a graduation plan, not simply a transition plan, developed using the principles of person-centered planning.								
9.2	The student has a graduation plan, not simply a transition plan, developed using the principles of person-centered planning.								
9.3	Graduation planning includes choices of postsecondary education, work, community living, leisure and recreation.								
9.4	When chosen by the student and his/her parents/guardians, the school supports his or education in non-school, age-appropriate learning environments after the age of 18 and before special education services are discontinued.								
9.5	Structures are in place for students transitioning between grades to ensure that supports and educational programs are passed between receiving and sending schools.								
9.6	Structures are in place for students transitioning between preschool to elementary, elementary to middle, and middle to high school involving families, teachers and support staff to ensure that supports and educational programs are passed between receiving and sending schools.								

**School-Wide Inclusive Education Best Practice Indicators: Progress Chart**

INCLUSIVE BEST PRACTICE INDICATORS									
?	NE	ME	SE	AE	EE	Total	Progress		Planning
							TI	Priority	
10.	1	2	3	4	5				check 1, 2, 3
10.1									
10.2									
10.3									

**Self-Determination**  
*Self-determination includes personal attitudes and abilities that facilitate an individual's identification and pursuit of meaningful and self-identified goals. It is reflected in personal attitudes of empowerment, active participation in decision-making, and self-directed action to achieve personally valued goals. Within the school curriculum there are opportunities for students with disabilities to identify their own strengths and weaknesses and to begin to advocate for the accommodations they need with teachers and employers. All students with disabilities attend their own IEP meetings, are supported to join organizations that promote self-determination, and to design a post-graduation "futures plan" that has as its goal a fully inclusive life in the community.*

10.1 The student with significant disabilities communicates his or her own thoughts, needs, opinions, and wishes, with support from augmentative communication, friends, family, and educators.

10.2 The student actively participates in a process of academic goal setting, monitoring, and evaluation of performance and uses the results to improve overall performance.

10.3 The student with disabilities participates in IEP meetings from junior high through graduation.

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<b>INCLUSIVE BEST PRACTICE INDICATORS</b>		<b>Progress</b>							<b>Planning</b>	
		<b>?</b>	<b>NE</b>	<b>ME</b>	<b>SE</b>	<b>AE</b>	<b>EE</b>	<b>Total</b>	<b>TI</b>	<b>Priority</b>
11.	<b>Special and General Education Reform</b> <i>Administrators provide leadership to align general and special education reform and improvement with respect to the creation of a community of learners that is inclusive of students with significant disabilities.</i>		1	2	3	4	5		check	1, 2, 3
11.1	The values of diversity and inclusion are evident in the school's mission statement.									
11.2	General and special education administrators promote the values and benefits of inclusive education at meetings, in school improvement plans or annual reports, in school newsletters or Web sites, and in conversations.									
11.3	General and special education personnel participate together in school wide improvement and reform efforts that benefit students with and without disabilities.									
11.4	The school has 3-5 established behavioral rules that describe expected social behavior for all students.									
11.5	The school-wide behavioral expectations are taught and rewarded for all students.									
11.6	The student's discipline for a specific infraction is comparable to other students' discipline.									

School-Wide Inclusive Education Best Practice Indicators: Progress Chart

INCLUSIVE BEST PRACTICE INDICATORS		?	Progress					Planning		
			NE	ME	SE	AE	EE	Total	TI	Priority
12.	<b>Professional Development</b>		1	2	3	4	5		check	1, 2, 3
	<i>Professional development for general and special education staff is linked to improved educational outcomes for students with significant disabilities.</i>									
12.1	Teams use reflective practice strategies and structures to engage in job-embedded learning and professional growth.									
12.2	General and special education staff attend professional development events together.									
12.3	General education staff identify learning about students with disabilities in their professional development plans.									
12.4	Regular review of student learning data informs the content and format of district, school, and individual professional development plans.									
12.5	Professional development models and includes application of Universal Design for Learning.									
12.6	Teams learn how to identify and utilize supports that facilitate the learning of all students.									
12.7	A team of staff has adequate expertise in conducting functional behavioral assessment and designing behavioral interventions plans and creating behavior supports and crisis management plans to assist classroom teachers									



Can you think of an example of the way in which you have seen one or more of these inclusive best practice indicators consistently demonstrated in your school? If so, please specify which indicator you are referring to, and what happened in the space provided below.

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Can you suggest what the school might do or how it might be assisted to improve one or more of the areas you targeted? If so, please specify the indicator you are referring to, and discuss how it might become more evident in the space provided below. Action planning will be discussed in our first focus group session.

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