



Activity Handout

Activity: Policies, Practices, and Procedures Review

(Requirement for LEAs identified with Significant Disproportionality)

Purpose

IDEA, Part B, Subsection F, Sec. 300.646 (d)(1)(iii), requires Local Educational Agencies identified as Significantly Disproportionate (Sig Dis) to “address a policy, practice, or procedure it identifies as contributing to their significant disproportionality, including a policy, practice or procedure that results from a failure to identify, or the inappropriate identification of, a racial or ethnic group (or groups).” In addition, the LEA must publicly report on the revision of policies, practices, and procedures.

The work done in this activity is not merely a compliance review, and it is not limited to policies, practices, and procedures in special education. The process of review, revision, and public reporting is continuous as it happens during the development, implementation, and monitoring of the CIM Plan.

This annually required process provides for the review of Policies, Practices, and Procedures to determine if: there are new contributing factors; previously identified contributing factors that have not been adequately addressed; revised policies and procedures are implemented with fidelity; and ensure all revisions have been publicly reported.

Instructions

1. **Gather** all policy, practice, and procedural documents. Use of the [Policies, Practices, and Procedures \(PPP\) Review Matrix](#) helps ensure that the review is holistic and provides a record of the LEA findings and next steps. CIM Team members may find the completed [Policies, Practices, and Procedures Review Matrix \(Sample\) helpful](#).
2. **Review** the LEA policies, practices and procedures that may be contributing to the significant disproportionality. Additional guidance on the areas of common contributing factors and related PPP is provided in [Significant Disproportionality and Emotional Disturbance: Data Points to Consider](#), [Significant Disproportionality and Learning Disabilities: Data Points to Consider](#), [Significant Disproportionality and Other Health Impairments: Data Points to Consider](#).
 - a. Read through the PPP documents.

- b. Record:
 - i. the last date the document was updated.
 - ii. any missing documentation.
 - iii. any data (qualitative and/or quantitative) that should be collected to inform the review of the related practices.
 - c. Include findings from the PPP review in the Root Cause Analysis in Step 2 of CIM to determine the factors contributing to significant disproportionality.
3. **Publicly report** any PPP revisions (e.g., LEA website, LEA newsletter, school board minutes). When revising the PPPs to address contributing factors requires more actions and time, these actions should be included in the LEA's CIM Plan including the plan for public reporting of the revisions.

Resources

[Policies, Practices, and Procedures \(PPP\) Review Matrix](#)

[Policies, Practices, and Procedures Review Matrix \(Sample\)](#)

[Policies, Practices, and Procedures Review Matrix \(instructional video\)](#)

[Significant Disproportionality and Emotional Disturbance: Data Points to Consider](#)

[Significant Disproportionality and Learning Disabilities: Data Points to Consider](#)

[Significant Disproportionality and Other Health Impairments: Data Points to Consider.](#)



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