



Wisconsin Department of Public Instruction  
**INDICATOR 4A**  
**POLICY AND PROCEDURES REVIEW CHECKLIST**  
 PI-FM-PPRC-SUS-EXP (Rev. 11-14)

**INSTRUCTIONS:** Complete and return to:  
**DEPARTMENT OF PUBLIC INSTRUCTION**  
**SPECIAL EDUCATION TEAM**  
**ATTN: JIM VERBICK**  
**PO BOX 7841**  
**MADISON, WI 53707**

For more information or if you have any questions, contact Eva Kubinski, DPI School Administration Consultant, [eva.kubinski@dpi.wi.gov](mailto:eva.kubinski@dpi.wi.gov)

The purpose of the Indicator 4A Review Checklist is to be a tool to help school districts determine if they have policies in place related to the suspension and expulsion of students with disabilities. By completing the checklist and documenting the source of and location of related documents, the district is in a position to address any areas not covered that may be negatively impacting their students with disabilities.

GENERAL INFORMATION	
School District	Date of Review <i>Mo./Day/Yr.</i>
District Contact	Telephone <i>Area/No.</i>
Address <i>Street, City, State, ZIP</i>	E-mail Address

INDICATOR 4A REVIEW CHECKLIST		Source/Location/Comments
<input type="checkbox"/> Yes <input type="checkbox"/> No	The district has policies, procedures and practices related to suspensions and expulsions including the development and implementation of individualized education programs (IEPs), the use of positive behavioral interventions and supports, and procedural safeguards to ensure compliance with 34 CFR 300.111, 300.201, and 300.301 through 300.311.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	The district has a policy that includes a statement of nondiscrimination. <i>If not in policy, is there a nondiscrimination policy that applies to all school policies? Example: The School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of sex, color, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Wis. Stats. §118.13, Wis. Admin. Code §PI 9.03 (1)(b) &amp; (c), Title IV of the Civil Rights Act (1964), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973.</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	The district tracks when students are <b>sent to the office due to misbehavior</b> and identifies patterns over time (considers source of referrals, time of year, disproportionality by gender, race, ethnicity, and disability). <i>Provide evidence.</i>  The district intervenes when there is a concern about the pattern.	
<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	The district tracks <b>incidents of detention</b> and identifies patterns over time (considers source of referrals, time of year, disproportionality by gender, race, ethnicity, and disability). <i>Provide evidence.</i>  The district intervenes when there is a concern about the pattern.	
<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	The district tracks <b>in-school suspensions</b> and identifies patterns over time (considers source of referrals, time of year, disproportionality by gender, race, ethnicity, and disability). <i>Provide evidence.</i>  The district intervenes when there is a concern about the pattern.	
<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	The district tracks <b>out-of-school suspensions</b> and identifies patterns over time (considers source of referrals, time of year, disproportionality by gender, race, ethnicity, and disability). <i>Provide evidence.</i>  The district intervenes when there is a concern about the pattern.	