IN-SCHOOL SUSPENSION SUCCESS GUIDELINES

Only an administrator will assign a student to ISS. There will be no early release allowed to those assigned ISS. Staff members will be notified in a timely manner that a student has been assigned to ISS. Staff members should then gather any necessary class assignments and send them to the AP’s office if they know ahead of time that the student will be in ISS. If a student is assigned to ISS during the day, staff members will be notified in a timely manner and will gather class assignments when time allows. Assignments should be sent directly to the ISS room and placed in the bin by the door.

All students who have ISS will report to the Assistant Principal’s office by 7:35 AM. The student will then be escorted to his/her locker to gather textbooks, paper, pen, pencil and any other materials needed to complete assignments that teachers have left for them. These items will remain in the ISS room throughout the duration of the student’s stay in ISS.

All students will have assigned seating and will keep the area clean and graffiti-free. Defacing cubicles, desks and/or walls will not be tolerated.

A student who is tardy, absent or does not complete the daily work for any reason will be assigned additional time in ISS.

Students placed in the ISS room will be excluded from participation in all extra-curricular activities, including assemblies, sports practices/games or any other activity after school. This will continue until the suspension period is completed.

Medication of any kind will be administered by the school nurse in the ISS room.

Upon arrival to ISS the first time, students will receive a detailed student orientation for the purpose of clearly communicating the ISS guidelines, consequences for non-compliance and establishing clear expectations while assigned to ISS. Returning students will be given a review/re-teach of these rules.

Breakfast:

Students who participate in the breakfast program will have it delivered from the cafeteria to the ISS room. Students will eat breakfast at their desk during homeroom. They will not be allowed to visit or have any physical contact during breakfast.

Lunch:

Students who do not bring a bag lunch from home will have lunch delivered from the cafeteria to the ISS room. Students will eat lunch at their desk during a 30-minute lunch break. They will not be allowed to visit or have any physical contact during lunch.
During the Day:

1. Students will stay on task at all times and follow the In-School Suspension Schedule/Guidelines. The student is expected to remain seated, quiet, awake and working on assignments throughout the day. Sleeping is prohibited. No physical contact of any kind between students. No magazines, drawing or coloring allowed unless approved by the ISS teacher or it is necessary to complete an assignment.

2. The student is expected to complete each day’s assignments for every class according to directions given. The ISS supervisor will check that work is completed accurately and acceptably. No credit will be given for incomplete work. The student will be required to have a heading on each assignment that includes name, date, teacher’s name, subject name and page/problem #s. Teachers who assign this work will be responsible for grading it.

3. The student will be required to write a one-page summary and/or complete a Think Sheet on why he/she was issued ISS and include a positive resolution for the behavior. The summary/Think Sheet should also include what can be done in the future to change the behavior. A copy of this will be placed in the student’s folder and will also be sent home to the parent/guardian.

4. The student will be allowed two scheduled restroom breaks.

5. No food or drinks allowed (except bottled water) unless it is during the scheduled snack/lunch break.

6. The student must serve all assigned days in ISS in order to qualify for release and return to regular classes.

7. Respect to others must be shown at all times. No foul language, disruptive behavior or physical contact between students at any time.

8. Computer games will not be permitted in ISS. Students who should have an assignment that requires the use of the computer will obey the policies set forth in the student Acceptable Use Policy set forth by the District.

9. Dismissal from the ISS location will be by PA announcement at the conclusion of the school day.

10. All regular school rules apply as set forth in the Discipline Guidelines outlined in the student handbook.
I have read and understand these guidelines.

________________________________________   __________
Student Name and Signature                                Date

________________________________________   __________
Administrator Signature                     Date