

BOARD PROCEDURE

Descriptive Code: JDD(2)/IEA

IN-SCHOOL SUSPENSION PROGRAM (ISS) Date: July 10, 2007

The Columbia County Schools will operate an In-School Suspension (ISS) program as an alternative program to suspension from school for students in grades six through twelve. The Assistant Superintendent for Student Support will coordinate the program. Saturday School may be implemented as an option to relieve the ISS program

The major objective of the ISS and the Saturday School program is to encourage a student to stay in school and keep up with his or her class work, while being punished for unacceptable behavior. Another objective of the program is to alter the behavior of the students who attend so they will not return to the program.

An ISS teacher position is housed at Evans High, Greenbrier High (will serve Greenbrier Middle) Harlem High, Lakeside High, Harlem Middle (will serve Grovetown Middle), Evans Middle (will serve Columbia Middle) and Riverside Middle (will serve Lakeside Middle).

Bus service will be provided through the existing transportation program. The sending middle school will give the student a permission slip to board an assigned bus for the days the student will attend ISS. The shuttle bus may be used if necessary.

The procedure for the administration of medication to students serving ISS at a school other than their home school is as follows:

- 1. All medication will remain in its original container.**
- 2. A copy of the "Authorization to Administer Medication" sheet will be sent with the medication.**
- 3. The medication and the authorization sheet will be placed in a zip lock bag and given directly to the bus driver.**
- 4. The bus driver will deliver the medication directly to the ISS instructor.**
- 5. Medications will be stored in a secured/locked cabinet in the ISS room or taken to the front office and secured in the medicine cart.**
- 6. The ISS instructor will maintain the Medication Log Form in the student's ISS folder. He or she will initial in the appropriate date box on the form when the medication is given.**
- 7. The home school will make note in the appropriate date box of any ISS assignment.**
- 8. At the end of the school day, the bus driver will return the zip locked bag of medication and the Authorization to Administer Medication Form to the home school.**

Students who commit an offense that is in violation of the Columbia County Code of Conduct will be suspended from school for a specified number of days (up to a maximum of ten (10) days) by the principal of the school. The parent or guardian must be contacted. In order to keep the student in school, the suspended days may be served in ISS at the discretion of the principal.

Students assigned to an alternative school, in-school suspension, or out-of-school suspension for disciplinary reasons, lose their eligibility to participate in extra-curricular activities. An assigned disciplinary suspension is considered to have ended when the student returns to the regular class setting the following school day.

The principal may assign a student to ISS up to 10 days per semester, if space is available. If a student does not serve his suspension in ISS the principal will suspend the student from school.

The ISS program will take students on a first come, first serve basis. When the ISS classes are filled, a student can be placed on a waiting list. A parent conference must precede the third assignment to ISS in a given semester.

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Students assigned to ISS will report to the ISS program as directed by the principal or principal's designee. Attendance will be taken and transferred to the student's home school where applicable (Columbia Middle School, Lakeside Middle School, Greenbrier Middle School, Grovetown Middle School). Students must sign a contract to ensure the student will abide by the ISS rules. Students who do not complete the day's assignment, or miss any part of the day for any reason will be required to spend an extra full day in the ISS program.

There shall be no more than 18 students per teacher or 24 students per teacher with a paraprofessional assigned to the ISS program at any one time.

Students in ISS will be isolated in the classroom, expected to adhere to a strict discipline code, and work all day, every day. There will be a minimum number of breaks, and lunch will be served at a time when other students are not in the lunch area.

Regular classroom teachers will be asked to send copies of their lesson plans for the class the student will miss. The classroom teacher may also send a special assignment for the student. The ISS teacher will supervise the students completing the assignments and the ISS teacher will return the student's work to the classroom teacher.

If the classroom teacher does not send an assignment or the student completes the assignment, the ISS teacher will make an assignment from pre-programmed material. The ISS teacher will send the student's work to the regular teacher, to be used at the teacher's discretion.

The teacher assigned to ISS must hold a valid Georgia teaching, leadership, or service certificate at the bachelor's level or higher.

The In-School Suspension teacher will be responsible for:

1. Maintaining strict order in the ISS classroom.
2. Explaining daily the routines of the class and expected student outcomes for work and behavior.
3. Keeping current records on all ISS students.
4. Providing guidance to students to correct inappropriate behavior and help the student accept the responsibility for their actions.
5. Coordinating and communicating with the classroom teacher in order for the student to have daily classroom assignments.
6. Providing instructional support for students in completing their daily assignments. This includes securing help on specific matters from the classroom teacher. It also includes assigning pre-programmed materials, if necessary.
7. Determining the daily acceptable progress of each assigned student. If acceptable progress is not achieved, the ISS teacher will add one additional day to the student's time in ISS.
8. Providing assistance to the Student Support Team in implementing strategies to minimize inappropriate behavior. Behavior modification plans and or contracts may be developed.

The Assistant Superintendent for Student Support will coordinate the program and assignment of staff. The school principal housing the ISS program will supervise the program and staff.

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ADOPTED: 6/9/89

REVISED: 6/12/90,8/1/92,4/1/94,8/7/00, 7/10/01, 2/3/03, 9/29/03, 5/30/06

Columbia County Board of Education