



# ANDREWS HIGH SCHOOL



## IN-SCHOOL SUSPENSION RULES FOR SUCCESS

Ms. S. Collins

Telephone: 843-264-3414, ext. 402

E-mail: [scollins@gcsd.k12.sc.us](mailto:scollins@gcsd.k12.sc.us)

***\*If you have any concerns or questions about your child or in-school suspension, please don't hesitate to call, email or come to the school.\****

### **Section 1: The purpose of I.S.S., and Roles of the teaching staff in regard to I.S.S.:**

- a. Every Student has the right to learn.
- b. Because of this, Georgetown County School District requires its classrooms and all school related activities to be conducted in an orderly manner, so teachers and aides can teach their lessons, and students can be properly educated in a healthy, safe, inspirational environment.
- c. At this point, principals meet with the misbehaving students who break the school rules, and issue the appropriate consequences according to the level of offenses- just as they are required to meet with and reward those students who **CHOOSE** to obey the rules and participate in the learning process.
- d. The I.S.S. teacher is then required to carry out the time assigned for the consequences determined by the principals.
- e. The I.S.S. teacher does not judge and cannot lessen the punishment given. However, the I.S.S. teacher can recommend additional punishment-time to the principals for students who are uncooperative in I.S.S.

### **Section 2: I.S.S. Student Rules and Regulations:**

- a. All students must report immediately to I.S.S, at the beginning of 1st block, where the I.S.S. teacher will assign them a desk, in which they will be required to sit and face the front.

- b. Students will bring all necessary materials (textbooks, workbooks, work sheets, etc.) to I.S.S. with them. You will not be allowed to leave.
- c. No outdoor jackets, or anything with a hood, may be worn in I.S.S. Without the expressed permission of the I.S.S. teacher.
- d. Students may not talk to anyone or make noises while in the hallway or while in I.S.S. e. All students must be seated at their desk, facing the front, with their legs inside the desk, for the course of their suspension. Students may not rest their feet on chairs or other desks.
- e. Students are not permitted to look around the room, sleep or rest their heads on the desk and may not leave their desk/chair without raising their hand and getting permission from the I.S.S. teacher.
- f. I.S.S. students must obtain permission to leave their desk by quietly raising their hand, and should never get out of their seat without permission. They're also forbidden to call out or snap their fingers at the teacher.
- g. All students are required to keep their desk clean and neat.
- h. Writing on any part of the desk is strictly prohibited; additional punishment will be given for these acts.
- i. No Physical contact of any kind between students

**Section 3: Additional I. S. S. Student Rules and Regulations:**

- a. Students will stay on tasks 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 ISS teacher or it is necessary to complete an assignment.
- b. Student is expected to complete each day's assignment for every class according to directions given. The ISS supervisor will check that work is completed accurately and acceptably. The student will be required to take a sheet of paper and place a heading on each assignment that includes name, date, teacher's name and subject name per assignment. Teachers who assign this work will be responsible for grading it.

- c. 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 will 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 be sent home or emailed to the parent/guardian.
- d. **No** FOOD or Drinks allowed unless it is during the scheduled lunch break.
- e. The student must serve all assigned Days/Times in ISS in order to qualify for release and return to regular classes. A student who is Tardy, absent or does not Complete the daily work for any reason will be assigned an additional day in ISS. Student is not allowed to attend any school sponsored functions. (8:30-3:30).
- f. Respect to others must be shown at all times. No foul language, disruptive behavior or physical contact between students at any time
- g. Computers 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's Acceptable Use Policy set forth by the District.
- h. Dismissal from ISS location will be at the conclusion of the school day. All student areas will be checked every afternoon before leaving ISS.
- i. All regular school rules apply as set forth in the Discipline Guidelines outlined in the student handbook.
- j. All needed Books for Assignments will be checked in and out before leaving ISS.
- k. All students must be seated at their desk, facing the front, with their legs inside the desk, for the course of their suspension. Students may not rest their feet on chairs or other desks. Students may not communicate with students in the I.S.S. room.
- l. This includes making eye contact, facial expressions, talking, writing notes, using electronic forms of communication, and using sign language to or with other students.
- m. Students will be permitted to use the Restroom three times a day- 10:00 am, lunchtime & 2:00 pm.
- n. Students may not purchase drinks or snacks from the machines on school grounds before or during I.S.S.

- o. First, Rules contract must be completed. Second, Think Sheet & Behavior sheet is completed. Then any additional I.S.S. assignments must be completed.
- p. The additional I.S.S. assignments may include one or more of the following: questionnaires, essays, or work packets.

#### **Section 4: Student consequences for Misbehavior in I.S.S.**

- a. Misbehavior in I.S.S will NOT be tolerated.
- b. If warnings (or a warning, depending on the circumstances) for misbehavior are issued, the student may receive additional writing assignments or academic work for the I.S.S. teacher, which the student will be required to complete.
- c. If the student continues to misbehave, the student will be sent to the office.
- d. The principals will then determine what additional punishments the student will receive, which could be one or more of the following: calling home, additional writing assignments, detentions, additional time added on the student's in-school suspension assignment, or out of school suspension.
- e. When the student is issued out-of-school suspension, and then returns to school, he or she will have to completely re-do his or her I.S.S. assignment.
- f. Freedom to learn in a classroom is a privilege, and behavior is a Choice. All principals, teachers, and aides wish to see their students learning in their classroom. However, when students **CHOOSE** to misbehave, they disrupt the learning environment, and as a result, deny other students their right to learn.
- g. However, when students **CHOOSE** to misbehave, they disrupt the learning environment, and as a result, deny other students their right to learn.

**In order to preserve the learning environment and constitutional right of the students who *CHOOSE* to behave and want to learn, the school is required to take the freedom away for the misbehaving students and use disciplinary measures such as In- school suspension.**

#### **Goals of ISS:**

- a. To be fair, firm, and consistent when working with students
- b. To not hold anything against any student

- c. Not to take sides on any argument between a student and faculty/staff/administration
- d. To help students with their work
- e. To instill a sense of respect in the students: respect for themselves and others
- f. Never to nag - We ask, we encourage, and then if we need to, we inform the student that his or her behavior may result in time being added, which could result in another day of I.S.S.

Upon arrival to ISS 1<sup>st</sup> time students will receive a detailed student orientation for the purpose of clearly communicating ISS rules, consequences for non-compliance & establish clear expectation of student(s) while assigned in ISS. Returning student will be given a review of all the above.

**I HAVE READ AND UNDERSTAND THESE GUIDELINES AS THEY HAVE BEEN EXPLAINED TO ME.**

---

**Student Name (Print)**

---

**Date**

---

**Student Signature**

---

**In-School Suspension Paraprofessional**

---

**Date**