

PROTOCOL FOR IN-SCHOOL SUSPENSION (ISS)

Hours: ISS will be held daily in Room #212 from 10:30 AM – 3:30 PM.

Lunch will be provided, if students do not have lunch from home, from 12:15-12:45 daily.

General Procedure:

- ISS will be assigned by an Assistant Principal, the Principal, SRO, Campus Monitor or a designee
- Once assigned ISS, there will be a full “lag day” before student is to serve ISS.
 - **EX:** On the first offence of disorderly behavior in the Cafeteria, ISS is assigned during period 6 (11:45 AM) on Monday and will be served starting at 10:30 AM on Wednesday
- An electronic (preferred) or paper ODR is sent to Assistant Principal’s Secretary.
- Assistant Principal Secretary will e-mail all teachers of student to obtain appropriate school work for ISS student. Teachers are to provide the assigned work for students to the secretary before the ISS assigned date.
- Assistant Principal’s Secretary will contact the parent of the ISS student to do the following:
 - Explain transportation responsibilities of the parent as well as the hours of ISS.
 - Inform parents that students are responsible for providing their own lunch.

Rules of ISS:

- Post rules of ISS in room.
 - **EX:**
 - Remain seated and quiet
 - Be responsible
 - Be respectful
 - Work on assigned work
 - Raise hand to speak; etc.
- Written rules of ISS are to be given to the student at the time of ISS.
 - **EX:**
 - Provide your transportation to and from school (10:30AM – 3:30 PM).
 - All general classroom rules apply.
 - Bring lunch from home.
 - Be prepared to inform your coach (athletics) or club advisor of your expected tardiness due to ISS prior to the assigned ISS date.
 - Students are to report to school at 10:30 AM for ISS.
- Staff (Department Chairs) will provide literacy based lesson, whenever possible.

- Assigned staff members are to report to Room #212 regardless of whether or not there are any students assigned to ISS that day.
 - ISS students will report directly to ISS room upon their arrival at school to sign in with Attendance Secretary/duty staff person.
- Student assigned to ISS may participate in extra-curricular activities as usual but must notify their respective coach/advisor of their expected tardiness due to their ISS.
- Resources that will be available to ISS students in the ISS room are as follows:
 - Athletics Brochure
 - Activities/Clubs List\
 - Drop-In Info
 - GED Information
 - College Information
 - Various Textbooks
 - Any other educational information pertaining to Hackensack High School which can promote positive behavior in the ISS student and keep them out of ISS in the future.

In-School Suspension Rules

- Students must report to ISS room (Attendance Office) by 10:30 AM.
- If any ISS time is missed due to early dismissal, tardiness, absence or emergency school closing, the missed time will be made up on the next day of attendance.
- Absences for classes due to ISS will be recorded as “waived absences.”
- A restroom break will be provided.
- Students are to bring lunch from home.
- Classroom teachers will provide assignments for ISS students.
- Students will bring all necessary items needed to complete assignments (pens, pencils, calculator, paper, etc).
- Full credit will be given for work that is made up.
- All regular school rules apply in ISS.
- Students will remain seated in assigned seats.
- Talking or interfacing with other students, sleeping, lounging, and eating (other than lunch time) is not permitted.
- Participation in or attendance at any extra-curricular activity (after school hours) will be permitted.
- Failure to comply with ISS rules will result in additional consequences.