

IN-SCHOOL-SUSPENSION GUIDELINES

Lake Zurich High School has authorized an alternative to OUT-OF-SCHOOL suspensions for certain school rule infractions when deemed appropriate by the administration. The alternative is an **IN-SCHOOL-SUSPENSION**. This alternative requires the student to remain in school but not attend regularly scheduled classes.

Guidelines for this **IN-SCHOOL-SUSPENSION** are as follows:

- The suspension will be served in the In-School-Suspension Room, monitored by the In-School-Suspension Supervisor and the Deans, on the date and time assigned by the administration. The dates assigned are not negotiable.
- The suspension will be served from 7:55 AM to 3:11 PM (except on Late Start Mondays when report time is 8:31). Entry into the ISS room will not be granted after the first period bell. Failure to report, **ON TIME**, will result in a penalty (ie. Detention, sent home, etc.) and reassignment of the original suspension.
- Students are responsible for bringing **all books, assignments, school related materials/supplies** with them before entering the ISS room. There will be no locker visits.
- The ISS supervisor will inform all teachers of the students serving in-school-suspension, via e-mail, during the first period. Those teachers are required to forward school work/assignments for their students. Teachers may visit their students in ISS to discuss/explain assignments, pick up completed work, etc.
- **NO ELECTRONICS** of any kind (CD/tape/MP3 players, I-pods, radios, computers, pagers, beepers, hand held games, etc) are allowed in the ISS room. **ALL OF THOSE ITEMS WILL BE TAKEN ON SIGHT**
- **ALL CELL PHONES** are to be turned off and given to the ISS supervisor upon entering the room.
- Student serving in-school-suspensions cannot leave the ISS room unless accompanied by a faculty member. Bathroom breaks are granted as needed, and all students will leave ISS room escorted by the supervisor.
- Students are encouraged to bring a sack lunch of “appropriate” food items with them. Students will have the opportunity to purchase lunch from the cafeteria, and bring it back to the ISS room. There will be no talking, visiting or loitering during this exercise. **Lunch will be eaten in the ISS room.**
- Students will conduct themselves in an appropriate fashion during the entire suspension. Normal classroom behavior is expected. There will be **NO TALKING, “NOISE MAKING”, DISRUPTIVE BEHAVIOR, SLEEPING, RESTING** permitted. There will be no drawing of inappropriate subjects, or damaging/defacing school property. Dress codes and all other Student Handbook rules apply. **Failure to comply with any of the ISS Rules could result in the student being sent**

home. If a student is sent home, or leaves the ISS room without permission, he/she will be counted as unexcused and that day will not count toward fulfilling the assigned detention.

It should be noted that students may not earn credit for work missed due to unexcused absences. Students must satisfactorily complete the suspension before they may return to classes. An absence for any reason will not excuse the suspension.

As we are an educational institution and the student's academic well being is our primary concern. The alternative to out-of-school suspension was conceived in this light but does not, however, minimize our concern regarding the incident or offence that precipitated the in-school-suspension. Any student's academic well being is best maintained by compliance with school rules.

WE SINCERELY HOPE THAT STUDENTS ASSIGNED IN-SCHOOL-SUSPENSION WILL USE THAT TIME TO ENHANCE THEIR ACADEMIC PURSUITS.