In School Suspension Guidelines

The use and operation of the In School Suspensions Centers have undergone changes throughout the years. With the reorganization of the Child Welfare and Attendance Office and the revision of the discipline policy, we would like to remind you of the standard of operation for our centers.

Operation of In School Suspensions

Assignment of Students
For most effective and efficient operation of the In School Suspension, students would be assigned at least one school day in advance. This would allow for the student’s teachers to prepare and send lessons. Drop-ins do cause disruption. If you elect to operate in this manner, please discuss the limitations with your facilitator (i.e.: can teacher send a student or must an administrator assign them, how long does a drop-in student remain).

Supplies, Resources, and Classroom Facilities
Please provide an appropriate number of desks for your classroom. Number of students assigned should not exceed the number of available desks. Additionally, please consider providing the following for your In School Suspension:

- A set of class books (for students to use when assigned)
- Pre-prepared lessons from teachers (in case they are unable to provide daily assignments)
- A computer (e-mail communications, resources on-line, blackboard)
- A phone for contacting parents and community agencies

Class Size
Optimum class size is 10-14 students for grades K-5 and 12-20 students for grades 9-12. Please be aware that classroom facilities and materials may limit size even further.

Planned Assignments/Classwork
The state requires that students placed in In-School Suspension Centers be afforded the opportunity to complete their regularly scheduled assignments. Teachers must send appropriate class work to the In School Suspension for their students. Additionally, facilitators have been directed to counsel students regarding their problem behavior and teach appropriate replacement skills. A minimum of one hour of planned social skills lessons should occur in each center each day. Individual or group sessions are appropriate. No student should be copying the student handbook, the dictionary, or an unrelated text book.

Graded Work
Tests and graded work may be sent by the classroom teacher to the center, where appropriate, for completion.
SFA and other AM Reading Program Schools
It would be best to send kindergarten students with discipline referrals to In School Suspension during any scheduled reading program if they do not participate in those reading programs, etc. in the A.M.

Students in Grades K-2
Assignments for K-2 students should be for a ½ day or less unless there are extenuating circumstances.

Reporting Forms
In School Suspension Facilitators should document student census daily on the form provided by Child Welfare and Attendance. Each facilitator must submit their report monthly to Roberta Silvetti in Child Welfare and Attendance.

In School Suspension Facilitators Personnel and Staffing Issues

Lunch Restroom Breaks and Conference Periods
Facilitators in full day programs should go to lunch with students; this is an excellent opportunity to teach appropriate lunchroom behavior. If facilitators eat lunch with their students, administrators should provide relief in the AM and PM for restroom breaks (15 minutes each). Facilitators do not have to be scheduled a planning period. They are not required to prepare lesson plans, conduct parent-teacher conferences, or participate in curriculum development in their roles as facilitators. If you choose to afford planning time, the center must remain open and be staffed by a certified teacher.

Itinerant Schedules
Those principals who share a facilitator during the same school day may dispense with morning and afternoon breaks but please allow at least forty-five (45) minutes for lunch and travel between schools by the facilitator. Itinerant facilitators should spend equal time at both A.M. and P.M. schools; therefore, principals should decide on a schedule which works for both school programs. You may require facilitators to sign in and out.

Arrival and Dismissal Time, Duty
Facilitators assigned to your campus are part of your faculty when they are with you. They should arrive when you require your staff to arrive and be dismissed when you allow your staff to dismiss. Duty assignments are permissible for days and times that facilitators are with you.

Faculty Meetings, In-service Days
Remember that all facilitators are required to attend faculty meetings, parent/teacher conferences, etc. at their base school unless Child Welfare and Attendance schedules an alternate meeting. This enables them to participate in on-going staff development programs planned by Central Office staff and school administrators.

Attendance Reporting for Facilitators and Substitutes
Attendance should be reported by the facilitator to the base school and any school they are assigned for the absent school day. Substitutes may be hired but must be funded through the school’s substitute funds. Please call the Child Welfare and Attendance Office if you need assistance with suitable substitutes.
**Personnel Concerns**

If you are unhappy with a facilitator’s performance, please talk/conference with that individual. If this individual continuously doesn’t follow your directives, then follow personnel protocol as outlined in the Personnel Evaluation Plan. Involve the Child Welfare and Attendance Supervisor. Human Resources reiterated repeatedly that the principal is the supervisor of every person on his/her campus and has the authority to evaluate their performance. We will support you if appropriate, documented measures have been taken. Child Welfare and Attendance staff will also be making unscheduled visits to evaluate performance and appropriate operation.

**Mileage Reimbursement**

Travel mileage must be documented daily for those days when you travel between schools; it must be calculated one way and must be submitted monthly for reimbursement by the first working day of the following month or you will not be paid. You must submit a separate sheet for each month. The mileage form is available on the LPSS website and must be completed in its entirety. Remember to sign the form where indicated and secure the principal’s signature. Please review the sample form and follow the directions carefully. A **FAXED** mileage form **WILL NOT** be accepted by accounting.

**Evaluation**

Walk though observations will be made by the Child Welfare and Attendance staff periodically. School administrators must also periodically monitor the implementation of In School Suspension at their school.

**Assistance, Clarification, Concerns**

Contact the following Child Welfare and Attendance Staff Member:

**Rubye Hilliard**

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