

Baldwin County Public Schools

2026-2027

SECONDARY ISS HANDBOOK

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Purpose

The policy of the Baldwin County Board of Education is to establish an in-school suspension program designed to provide a structured disciplinary atmosphere in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting.

The ISS program is a disciplinary action and is intended to provide an alternative to off-campus suspension. Additionally, it is an attempt to modify disruptive behavior by isolating the disruptive student from his/her classmates.

Program Objectives

The in-school suspension program provides a safe and constructive place for students who need to be removed from the classroom. It is important to remember, however, that the on-campus suspension program is a strategy generally intended to be a punishment for code of conduct violations.

Additional program objectives for the on-campus suspension program implemented in the Baldwin County Public School System include the following:

- To reduce the number of out-of-school suspensions
- To identify inappropriate behavior
- To involve parents in efforts to resolve displayed behaviors

The purpose of this handbook is to serve as a guide. ISS rules and expectations for BCBE site based in-school suspension programs may be adjusted at any time by campus administrative teams to ensure successful implementation of ISS.

General Information

The basic philosophy of ISS is to provide an alternative to off-campus suspension and to attempt to modify disruptive behavior by isolating the disruptive student from classmates.

Hence, the following guidelines and basic information should be noted regarding the operation of the In-School Suspension (ISS) Program in the Baldwin County Public School System:

Students will be assigned to ISS for a certain period of days. It is recommended that a student not be assigned to ISS for more than ten (10) days per school year. If the student continues to have discipline problems after having been in ISS for ten days, an alternative form of discipline should be considered to redirect unacceptable behavior as deemed appropriate by the administrators.

Days students attend in ISS will not be counted as an absence from class. Students will be able to make-up any work missed and complete assignments during their stay in ISS.

Administrative teams are responsible for creating a procedure for the collection of student/teacher sign in sheets at the end of each semester. The sign in sheets should be housed in a secure location on site for a minimum of two years.

If a student is absent from school for part or all of a school day (and is assigned to ISS), the student will be expected to make up the time originally assigned to ISS upon return to school.

For those students who have a laptop, it is permissible for the teacher to send the students' assignments via Google Classroom.

For those students who may not have a laptop, it may be necessary for the teacher to send work with the student.

To maintain accurate documentation of those students assigned to ISS, each school is expected to develop procedures to ensure the ISS professional has a roster for every school day.

Parents of students assigned to ISS will be notified—preferably by either the principal or assistant principal.

If necessary, an administrator/parent conference should be arranged to discuss the students' behavior. Each day that a teacher has a student assigned to ISS, the teacher is expected to visit the ISS classroom. When visiting with the students assigned to ISS, teachers are asked to sign in each day with the respective ISS teacher. Upon arrival to ISS for the first time, students will receive a student orientation for the purpose of clearly communicating the ISS guidelines, consequences for non-compliance, and establishing clear expectations while assigned to ISS.

Academic Assignments for Students Assigned to ISS

Students will be assigned work to complete during their stay in ISS by their classroom teachers.

Assignments provided by the teachers should be related to the work that is presently being covered in the classroom.

When possible, teachers will be notified on the day preceding the students' first day in the ISS classroom. This will enable teachers to have ample time to prepare assignments for students during their stay in ISS.

Teachers may send tests for the student to take during their time in ISS, or the teachers may opt to allow the students to make-up the test(s) missed upon their return to the classroom.

Students who have an assignment that requires the use of the computer will adhere to the policies set forth in the Student Acceptable Use Policy by the Baldwin County Public School System.

Physical Environment for Students Assigned to ISS

1. Students assigned to ISS will report to a designated area on the school campus at their assigned time.
2. When possible, a specific room should be used for ISS.
3. Students will always be supervised.

General On Campus Suspension Rules

1. Students will follow the directions shared by the ISS teacher.
2. Students are only allowed to leave the room at designated times or with the permission of the ISS teacher.
3. Students who are tardy, absent, or do not complete their daily work may be assigned an additional day in ISS.
4. All assignments must be completed by following the directions provided by the classroom teacher.
5. Students who choose not to follow the ISS rules may be subject to further disciplinary actions, which may include off campus suspension and/or expulsion.
6. Rules and expectations for BCBE site-based programs may be adjusted at any time by campus administrative teams to ensure the successful implementation of ISS.

I have read (or have had read to me) the ISS Rules and Procedures. I understand what is expected of me during my assignment in ISS.

Student's Signature

Date