

## Intervention Program (IP)/In-School Suspension (ISS) Placement Guidelines

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Total Days Served: \_\_\_\_\_

Reason for IP/ISS Placement: \_\_\_\_\_

**IP/ISS Times: Monday (9:00 am - 3:10 pm); Tuesday through Friday (8:10 - 3:10 pm)**

### Expectations for student attendance in IP/ISS:

- Students must enter the EMS building through the main entrance and immediately go to the IP/ISS room (#132).
- Students are expected to be on time and present for all the time assigned to IP/ISS.
- Students will bring all school work and related materials to the IP/ISS room. These materials may remain in the room through the duration of the assigned IP/ISS time.
- Students are expected to work quietly on assignments (provided by classroom teachers or IP/ISS supervisor) and will not be allowed to talk unless directed to speak.
- Students will raise their hands and wait quietly for the IP/ISS supervisor to call on them before they may speak.
- Students will not communicate (verbally or non-verbally with any other student while serving assigned IP/ISS time.
- Students may not sleep or put heads down on desk.
- Students may not bring or use any personal electronic devices. Any such devices will be confiscated immediately. See EMS discipline policy--(PROHIBITED ITEMS)
- Students may not attend any school-sponsored event or activity (including athletic practices/games or after school clubs) on the date IP/ISS time is completed.
- Students will leave the EMS campus immediately after being released from IP/ISS at 3:10 pm daily.

### Tardies:

- Any student arriving after 9:00 am (Mon.) or 8:10 (Tues. - Fri.) will be considered tardy.
- One day will be added to assigned IP/ISS time and the student must serve the remainder of the day in IP/ISS.

### Absences:

- All absences from IP/ISS **must be pre-approved** by EMS Administration; non-approved absences are considered unexcused.
- **Two additional days** will be added to assigned IP/ISS time for each unexcused absence.

### Other Information:

- Parents/Guardians must inform EMS Administration of any specific medical issues/needs of students.
- Students will be allowed to access the EMS breakfast and/or lunch program while serving time in IP/ISS; students may also bring a sack lunch.
- Students will be provided with two restroom/drink breaks per day.
- Students will not be allowed to access his/her locker while serving time in IP/ISS.
- Time assigned as part of an expulsion: The above expectations are require except that if students should earn three tardies and/or non-approved absences will not be able to attend IP for the remainder of the assigned expulsion.
- **Any violation of the above expectations may result in further days assigned to IP/ISS or immediate out-of-school suspension.**

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Notification:

**Notification of Parents/Guardians:**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Administrator