



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

HCCPS In-School Suspension (ISS) Procedures

I. Purpose

This procedure outlines the use of *in-school suspension (ISS)* as an alternative to short-term out-of-school suspension for minor disciplinary infractions. The process ensures due process, maintains student engagement in academic work, and complies with *M.G.L. c. 71, § 37H3/4*.

II. Use of In-School Suspension as an Alternative to Short-Term Suspension

- The *Director of Teaching and Learning* (acting as principal) may assign in-school suspension (ISS) as an alternative to short-term out-of-school suspension for infractions that do not warrant removal from the school environment.
- ISS allows students to remain in school while being removed from their regular classroom setting. Students will complete academic assignments under supervision.

III. Student Notification and Opportunity to Dispute Charges

1. Notification of Charges
 - Before imposing an in-school suspension, the *Director of Teaching and Learning* must orally inform the student of:
 - The disciplinary offense,
 - The evidence supporting the charge, and
 - The potential consequences, including the length of the suspension.
2. Student's Opportunity to Respond
 - The student must be given an opportunity to present their side of the story, including disputing the charge or explaining any mitigating circumstances.
 - The *Director of Teaching and Learning* must consider the student's response before making a final decision.

IV. Determination and Suspension Length Limits

1. Determination of Offense
 - If, after hearing the student's response, the *Director of Teaching and Learning* determines that the student committed the disciplinary offense, ISS may be imposed.
2. Length of Suspension
 - The *Director of Teaching and Learning* must inform the student of the duration of ISS immediately.



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

- The total number of in-school suspension days cannot exceed ten (10) days, cumulatively or consecutively, in a school year.

V. Parent Notification and Meeting Requirements

1. Oral Notification to Parent/Guardian
 - The *Director of Teaching and Learning* must immediately make a reasonable attempt to notify the parent/guardian orally (via phone call) to explain:
 - The disciplinary offense,
 - The reason for concluding that the student committed the infraction, and
 - The length of the in-school suspension.
2. Parent/Guardian Meeting
 - The *Director of Teaching and Learning* must invite the parent/guardian to a meeting to:
 - Discuss the student's behavior,
 - Explore strategies for academic engagement, and
 - Determine additional interventions or supports.
 - This meeting must be scheduled on the same day as the ISS or as soon as possible.
3. Documenting Attempts to Reach Parent/Guardian
 - If the *Director of Teaching and Learning* is unable to reach the parent, at least two documented attempts (phone calls, voicemails, or emails) must be made.

VI. Written Notice to Student and Parent/Guardian

1. Same-Day Written Notification
 - The *Director of Teaching and Learning* must provide written notice of the in-school suspension to both the student and parent/guardian on the same day the suspension is issued.
 - If the parent meeting has not yet occurred, the notice must include an invitation to a meeting.
2. Content of Written Notice
 - The written notice must include:
 - The disciplinary offense and summary of findings,
 - The length of ISS,
 - The reason ISS was assigned instead of out-of-school suspension,
 - The parent's right to request a meeting, and
 - The availability of academic and behavioral support resources during the suspension.



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

VII. Academic Expectations During ISS

- The student must complete all assigned coursework while in ISS, with teacher support as needed.
- The student will be placed in a quiet, supervised environment for the duration of the ISS.
- If a student has an IEP or 504 Plan, accommodations must be provided to ensure access to learning.

VIII. Special Considerations

1. Students with Disabilities
 - If a student with an Individualized Education Program (IEP) or 504 Plan is assigned ISS for more than ten (10) days in a school year, a Manifestation Determination Review (MDR) must be conducted to assess whether the behavior is linked to the student's disability.
 - Additional procedural protections apply under *IDEA* and *Section 504*.
2. Emergency Situations
 - If an emergency removal is necessary due to an immediate safety risk, a formal ISS determination must follow within two (2) school days.

IX. Compliance and Review

- These procedures will be reviewed annually by the Head of School and adjusted to align with state and federal law.
- Documentation of all in-school suspensions, including parent communication records, must be maintained in student files.