

Virtual Discipline Elementary and Middle School District Supported In-School Suspension (ISS) Recommended Guidelines

Purpose: Broward County Public Schools believes students should have an opportunity to receive interventions for misbehavior that are aligned to the Positive Behavioral Interventions and Supports (PBIS) framework. Through the procedures herein, at this time, the District will manage elementary and middle school ISS and AES program assignment to students during the period of the COVID-19 pandemic.

Role of the School Principal

- School principal will ensure that all administrators are familiar with the virtual discipline recommended guidelines and protocols

Role of the Classroom Teacher

- The classroom teacher should begin each instructional day with establishing the norms and expectations. This includes, but is not limited to, orienting the students to the social media guidelines (<https://www.browardschools.com/Page/38107>)
- If a student commits a minor violation of the Code of Student Conduct, then the teacher may redirect the student and follow his/her classroom behavior plan, as appropriate, including notifying the student's parent regarding the misbehavior
- If the misbehavior continues, escalates or a more serious violation of the Code of Student Conduct occurs that warrants immediate attention by school administration, then a disciplinary referral may be created via BASIS
- The teacher may email school administration to advise that a disciplinary referral has been written
- If a student is issued an ISS or AES assignment and the student actively engages in the home-school teacher's virtual instruction during the ISS or AES assignment, the teacher should gently remind the student that he/she should be attending the assigned suspension program. In the event the student does not adhere to the reminder, the teacher should notify the school administrator for follow up with the parent

Note: Assignment to the CANVAS ISS course will not restrict the student's ability to access all of his/her assigned CANVAS coursework.

Role of School Administration

- School administrator conducts a thorough investigation of the reported incident
- School administrator processes the disciplinary referral in the Discipline Management System (DMS)
- School administrator contacts the parent to inform him/her of the student's violation of the Code of Student Conduct and the required consequence and interventions. The administrator advises the parent that the student's assigned virtual ISS course invitation will appear on his/her CANVAS dashboard. The school administrator will also communicate the assignment date(s) and start time of the course to the parent

- School administrator will download the “ISS - Student Placement Form” from the DMS
- School administrator provides the suspension paperwork to the parent via US Mail or hand delivery.
- School administrator emails the DMS Mailbox (DMS@browardschools.com) to request a reservation for the student and copies within that email correspondence, the home-school Information Management Technician/Specialist (IMT/IMS), student’s classroom teacher(s), and the ESE Support Facilitator or the like, as appropriate. The administrator will attach a copy of the “ISS - Student Placement Form” from the DMS to the reservation email and include the link from the ESE Support Facilitator, scheduled service provider, or similar, along with the student’s date and time, so Free Appropriate Public Education (FAPE) services may continue for the student while engaged in the suspension program
- DMS reservation point person will send the school administrator confirmation of the ISS reservation

Note:

1. *Assignment to the CANVAS ISS course will not restrict the student’s ability to access all of his/her assigned CANVAS coursework.*
2. *If the student commits another disciplinary violation requiring an ISS assignment, the District’s ISS lead contact will reactivate the student on the CANVAS roster within the ISS CANVAS course and assign the student’s new ISS assignment date(s) once the school administrator has communicated the need for another assignment via email.*
3. *School administrator should incorporate the bullying/harassment and/or Hope Scholarship procedures into this process, as appropriate.*

Role of the SC&D – Discipline Clerical Support Staff

- DMS reservation point person accesses the DMS Mailbox to retrieve the email for all school-based in-school suspension (ISS) reservations, which should include the “ISS-Student Placement Form” from the DMS
- The DMS reservation point person identifies the appropriate ISS Canvas course site location and school level (i.e, Primary ISS-South, Primary-ISS Central, Primary-ISS North)
- DMS reservation point person forwards the school’s reservation request to the District’s ISS lead contact. The email will include the ISS location site, school level and the ESE Support Facilitator or similar’s link with date and time of service
- The District’s ISS lead contact will enroll the student into the appropriate course for the identified number of ISS days
- The District’s ISS lead contact will ensure the student has accepted the invitation on the first day of assignment and is engaging in the course. Should the ISS Canvas course invite be declined by the student, the District’s ISS lead contact will reassign the course to the student and contact the parent
- The District’s ISS lead contact will communicate to the parent should any student not accept the ISS Canvas course invite by 9:00am
- The District’s ISS lead contact will submit a daily student attendance roster to the DMS reservation point person per ISS location. Attendance should be recorded as “Present”, “Tardy with time entry” or “Absent”
- The DMS reservation point person will email the school administrator, via the DMS Mailbox, the daily attendance roster so the home-school IMT/IMS can update the attendance record, as appropriate

Note: Once the student’s assigned ISS date(s) has concluded, the student will not be removed from the CANVAS

course. He/she will be documented as “Concluding Enrollment” by the District’s ISS lead contact.

Role of the In-School Suspension Facilitator

- The ISS facilitator will sign-on to the Canvas course prior to the start of the day. (It is not recommended for facilitator to sign-on more than 30 minutes before the start of the class)
- The ISS facilitator will implement and guide the students through the prescribed schedule as outline on the Canvas ISS course dashboard
- The ISS facilitator will begin each ISS instructional day by establishing the norms and expectations. This includes, but is not limited to, orienting the students to the social media guidelines (<https://www.browardschools.com/Page/38107>)
- If the student engages in minor misbehavior, the ISS facilitator should redirect the student and follow his/her ISS classroom behavior plan, as appropriate. Should the misbehavior escalate, or a serious violation of the Code of Student Conduct occurs, the ISS facilitator should email the full details of the violation to the DMS mailbox. The email should include, but is not limited to, the person(s) involved, the time of the incident, the circumstances that led up to the misbehavior, what the misbehavior was and the response to the misbehavior
- If the ISS facilitator confirms that a student signed onto the course in the morning, but has not engaged in course for hours, he/she should notify the District’s lead contact, so the home-school administrator can be notified for follow up with the student’s parent
- The ISS facilitator will remind the student to attend the Support Facilitator, scheduled service provider, or the like, session and provide the student with the link, as appropriate
- ISS facilitator must end the Microsoft Teams meeting at the conclusion of each day (Microsoft Teams does not end automatically)

Note: If the student commits a serious violation of the Code of Student Conduct while attending the District’s ISS CANVAS course, the District’s ISS teacher shall communicate the full details of the violation via email to the DMS Mailbox. The District’s reservation point person shall forward said email to the referring administrator for follow up.

“ISS-Student Placement Form”

SCHOOL:
ADMINISTRATOR:
EVENT DATE:
EVENT #:
CURRENT DATE:

The School Board of Broward County, Florida

ADMINISTRATIVE ASSIGNMENT TO IN-SCHOOL SUSPENSION

STUDENT NAME: _____

STUDENT NUMBER: _____

Dear Parent/Guardian:

I hereby inform you that in accordance with School Board Policy 5.8: Code of Student Conduct, said student has been issued an internal suspension for _____ violation.

Date to Begin the In-School Suspension: _____

Number of Days of the Suspension: _____

Date to Return to Class: _____

Report Time: _____

Report Room: _____

Completion date/time: _____

Student Signature: _____

Administrative Signature: _____

Parent Signature: _____

Office Use Only

Date Signed Form Returned: _____ Received By: _____

In-School Suspension Teacher: _____

**Virtual Discipline
All School Levels
Alternative to External Suspension (AES) Recommended Guidelines**

Purpose: Broward County Public Schools believes students should have an opportunity to receive interventions for misbehavior that are aligned to the Positive Behavioral Interventions and Supports (PBIS) framework. Through the procedures herein, at this time, the District will manage elementary and middle school ISS and AES program assignment to students during the period of the COVID-19 pandemic.

Role of the Disciplinary/Center School Principal

- School principal will identify an instructional staff member to create and facilitate the alternative to external suspension (AES) CANVAS course
- School principal will provide all home-school administrators with the email address of the AES site location mailbox
 - Cypress Run - CypressrunAES@browardschools.com
 - Lanier James - SAA_AES@browardschools.com
 - Pine Ridge - pineridgeaes@browardschools.com

Role of the Home-School Classroom Teacher

- The classroom teacher should begin each instructional day with establishing the norms and expectations. This includes, but is not limited to, orienting the students to the social media guidelines (<https://www.browardschools.com/Page/38107>)
- If a student commits a minor violation of the Code of Student Conduct, then the teacher may redirect the student and follow his/her classroom behavior plan, as appropriate, including notifying the student's parent regarding the misbehavior
- If the misbehavior continues, escalates or a more serious violation of the Code of Student Conduct occurs that warrants immediate attention by school administration, then a disciplinary referral may be created via BASIS
- The teacher may email school administration to advise that a disciplinary referral has been written
- If a student is issued an ISS or AES assignment and the student actively engages in the home-school teacher's virtual instruction during the ISS or AES assignment, the teacher should gently remind the student that he/she should be attending the assigned suspension program. In the event the student does not adhere to the reminder, the teacher should notify the school administrator for follow up with the parent

Note: Assignment to the CANVAS ISS course will not restrict the student's ability to access all of his/her assigned CANVAS coursework.

Role of Home-School Administration

Note: School administrator should incorporate the bullying/harassment and/or Hope Scholarship procedures into this process, as appropriate.

- School administrator conducts a thorough investigation of the reported incident
- School administrator processes the disciplinary referral in the Discipline Management System (DMS)

- School administrator contacts the parent to inform him/her of the student's violation of the Code of Student Conduct and the required consequence and interventions. The administrator advises the parent that the student's assigned virtual AES course invitation will appear on his/her CANVAS dashboard. The school administrator will also communicate the assignment date(s) and start time of the course (**8:30am for AES and 9:00am for PROMISE AES**).
- School administrator will download the "*AES Student Placement Form*" from the DMS
- School administrator provides the suspension paperwork to the parent via US Mail or hand delivery. This must include the Notice of Suspension
- School administrator emails AES site location mailbox to request a reservation for the student and copies within that email correspondence, the home-school Information Management Technician/Specialist (IMT/IMS) and student's classroom teacher(s). The administrator will attach a copy of the "*AES Student Placement Form*" from the DMS to the reservation email
- AES reservation point person will send the school administrator confirmation of the AES reservation

Note:

1. *Assignment to the CANVAS AES course will not restrict the student's ability to access all of his/her assigned CANVAS coursework.*
2. *If the student commits another disciplinary violation requiring an AES assignment, the AES reservation point person will reactivate the student on the CANVAS roster within the AES CANVAS course and assign the student's new AES assignment date(s) once the school administrator has communicated the need for another assignment.*

Role of the Alternative to External Suspension (AES) Reservation Point Person

- AES reservation point person will access the AES site's mailbox to retrieve the home-school's reservation request, which should include the "*AES Student Placement Form*" from the DMS
- AES reservation point person will enroll the student into the appropriate AES teacher's CANVAS course
- AES reservation point person will inform the AES Support Facilitator, or the like, of the student's attendance so services can be provided, as appropriate
- AES reservation point person will collect the daily attendance roster from the AES teachers. Each student should be recorded as "Present", "Tardy with time entry" or "Absent".
- AES reservation point person will email the sending school administrators the daily student attendance roster so the home-school's IMT/IMS can update TERMS, as appropriate

Note: Once the student's assigned AES date(s) has concluded, the student(s) will not be removed from the AES CANVAS course. He/she should be documented as "Concluding Enrollment" by the AES reservation point person

Role of the Alternative to External Suspension (AES) Facilitator

- The AES facilitator will begin each instructional day with establishing the norms and expectations. This includes, but is not limited to, orienting the students to the social media guidelines (<https://www.browardschools.com/Page/38107>)
- The AES facilitator will create an AES Canvas course with the school's name or download the District template from Commons and revise the title to reflect the school's name (*For ex: Lauderdale Manors AES*)

- The AES facilitator will add Disciplinary/Center school administrator(s), ESE Support Facilitator, scheduled service provider, or the like, and AES reservation point person to the AES CANVAS course
- AES facilitator will sign-on to the CANVAS course prior to the start of the day. (It is not recommended for the facilitator to sign-on more than 30 minutes before the start of the class)
- AES facilitator will take attendance first thing in the morning and email the AES reservation point person/designated attendance clerk, the attendance of each assigned student by the designated time as communicated by the Disciplinary/Center principal. Each student should be recorded as “Present”, “Tardy with time entry” or “Absent”
- If the AES facilitator confirms that the student signed onto the course in the morning, but has not engaged in course for hours, he/she should notify the administrator so site-based follow up can be conducted with the student’s parent
- The AES facilitator will remind the student to attend the Support Facilitator, scheduled service provider, or the like, session and provide the student with the link, as appropriate
- If the student engages in misbehavior, the facilitator should redirect the student and follow his/her AES classroom behavior plan, as appropriate. Should the misbehavior escalate, or a serious violation of the Code of Student Conduct occurs, the facilitator should notify the site administrator
- AES facilitator must end the Microsoft Teams meeting at the conclusion of each day (Microsoft Teams does not end automatically)

AES Student Placement Form

Assigned School: _____
Staff Contact Person: _____
Event Date / #: _____

The School Board of Broward County, Florida
Alternative to External Suspension (AES) and PROMISE Programs
Student Placement Form

AES Program Location: _____ Location Hours: _____
Student Name: _____
Student Number: _____ Grade: _____ DOB: _____
Address: _____
City: _____ State: _____ Zip: _____
Lunch #: _____ Lunch Status (A04 Panel): ☐ Free ☐ Reduced ☐ Pay

Parent/Guardian Name: _____
Home #: _____ Work #: _____ Mobile #: _____

Medical Alert: ☐ Yes ☐ No Medication: ☐ Yes ☐ No
Medication Information: _____

ESE: ☐ Yes ☐ No 504: ☐ Yes ☐ No
Exceptionality: _____
(Attach at a glance IEP information)

Nature of Offense: _____
Note: Drug/Alcohol/Substance related offenses require a referral to the District's Substance Abuse Case Manager who will facilitate the student's required enrollment into an appropriate treatment program.

Student placement shall be for a period of _____ days, commencing on _____.
The student will return to his/her assigned school on _____.

Is this the first AES or PROMISE placement for this student? ☐ Yes ☐ No
If No, how many prior AES or PROMISE placements? (AES) _____ PROMISE _____

Classwork Assigned, if applicable: ☐ Reading ☐ Science ☐ Language Arts ☐ Math ☐ Social Studies
☐ Other
Will the student bring his/her own books? ☐ Yes ☐ No

While in the AES or PROMISE program, the student **may not** participate in any Broward County Public Schools' functions/activities or visit any school grounds, other than of the assigned AES or PROMISE Program.

Additional information may be required at the program site. **Transportation will be available for the student, however, it is recommended that parents transport and accompany their child on the first morning of attendance.**

Parent Signature: _____ Date: _____

Home School Checklist:

- ☐ The student has been entered on the C26 panel with appropriate P-code (screen print may be attached).
- ☐ All necessary forms relating to medication, IEP information and classwork have been attached or forwarded.
- ☐ The receiving program/school has been notified in advance.
- ☐ Copies have been provided to AES Program and Parent.

Virtual Discipline High School In-School Suspension (ISS) Recommended Guidelines

Purpose: Broward County Public Schools believes students should have an opportunity to receive interventions for misbehavior that are aligned to the Positive Behavioral Interventions and Supports (PBIS) framework. To that point, the District will support high schools with resource identification.

Role of the School Principal

- School principal will ensure that all administrators are familiar with the virtual discipline guidelines and protocols

Role of the Classroom Teacher

- The classroom teacher should begin each instructional day with establishing the norms and expectations. This includes, but is not limited to, orienting the students to the social media guidelines (<https://www.browardschools.com/Page/38107>)
- If a student commits a minor violation of the Code of Student Conduct, then the teacher may redirect the student and follow his/her classroom behavior plan, as appropriate, including notifying the student's parent regarding the misbehavior
- If the misbehavior continues, escalates or a more serious violation of the Code of Student Conduct occurs that warrants immediate attention by school administration, then a disciplinary referral may be created via BASIS
- The teacher may email school administration to advise that a disciplinary referral has been written
- If a student is issued an ISS or AES assignment and the student actively engages in the home-school teacher's virtual instruction during the ISS or AES assignment, the teacher should gently remind the student that he/she should be attending the assigned suspension program. In the event the student does not adhere to the reminder, the teacher should notify the school administrator for follow up with the parent

Note: Assignment to the CANVAS ISS course will not restrict the student's ability to access all of his/her assigned CANVAS coursework.

Role of School Administration

- School administrator conducts a thorough investigation of the reported incident
- School administrator processes the disciplinary referral in the Discipline Management System (DMS)
- School administrator contacts the parent to inform him/her of the student's violation of the Code of Student Conduct and the required consequence and interventions. The administrator advises the parent that the student's assigned virtual ISS course invitation will appear on his/her CANVAS dashboard. The school administrator will also communicate the assignment date(s) and start time of the course to the parent
- School administrator will download the "ISS - Student Placement Form" from the DMS

- School administrator provides the suspension paperwork to the parent via US Mail or hand delivery.
- School administrator emails the ISS facilitator, and copies within that email correspondence, the home-school Information Management Technician/Specialist (IMT/IMS), student's classroom teacher(s), and the ESE Support Facilitator, scheduled service provider, or the like, as appropriate. The administrator will attach to the email the "ISS - Student Placement Form" from the DMS to the reservation email and include the link from the ESE Support Facilitator, scheduled service provider, or similar, along with the student's date and time, so Free Appropriate Public Education (FAPE) services may continue for the student while engaged in the suspension program
- The ISS facilitator will send the school administrator confirmation of the ISS reservation

Note:

1. *Assignment to the CANVAS ISS course will not restrict the student's ability to access all of his/her assigned CANVAS coursework.*
2. *If the student commits another disciplinary violation requiring an ISS assignment, the ISS teacher will reactivate the student on the CANVAS roster within the ISS CANVAS course and assign the student's new ISS assignment date(s) once the school administrator has communicated the need for another assignment via email.*
3. *School administrator should incorporate the bullying/harassment and/or Hope Scholarship procedures into this process, as appropriate.*

Note: Once the student's assigned ISS date(s) has concluded, the student(s) will not be removed from the CANVAS course. He/she will be documented as "Concluding Enrollment" by the ISS teacher.

Role of the In-School Suspension Facilitator

- The ISS facilitator will begin each instructional day with establishing the norms and expectations. This includes, but is not limited to, orienting the students to the social media guidelines (<https://www.browardschools.com/Page/38107>)
- The ISS facilitator will add and conclude student assignment to the program
- The ISS facilitator will sign-on to the Canvas course prior to the start of the day. (It is not recommended for the facilitator to sign-on more than 30 minutes before the start of the class)
- The ISS facilitator will implement and guide the student through the prescribed schedule as outline on the Canvas ISS course dashboard
- If the student engages in misbehavior, then the teacher should redirect the student and follow his/her ISS classroom behavior plan, as appropriate. Should the misbehavior escalate, or a serious violation of the Code of Student Conduct occurs, the teacher should notify the administrator
- The ISS facilitator will remind the student to attend the Support Facilitator, scheduled service provider, or the like session, and provide the student with the link, as appropriate
- If the ISS facilitator confirms that the student signed onto the course in the morning, but has not engaged in course for hours, he/she should notify the administrator so site-based follow up can be conducted with the student's parent
- ISS facilitator must end the Microsoft Teams meeting at the conclusion of each day

(Microsoft Teams does not end automatically)

Note: If the student(s) commits a serious violation of the Code of Student Conduct while attending the ISS CANVAS course, the ISS teacher shall communicate the full details of the violation to the administrator.

ISS - Student Placement Form

SCHOOL:
ADMINISTRATOR:
EVENT DATE:
EVENT #:
CURRENT DATE:

The School Board of Broward County, Florida

ADMINISTRATIVE ASSIGNMENT TO IN-SCHOOL SUSPENSION

STUDENT NAME: _____

STUDENT NUMBER: _____

Dear Parent/Guardian:

I hereby inform you that in accordance with School Board Policy 5.8: Code of Student Conduct, said student has been issued an internal suspension for _____ violation.

Date to Begin the In-School Suspension: _____

Number of Days of the Suspension: _____

Date to Return to Class: _____

Report Time: _____

Report Room: _____

Completion date/time: _____

Student Signature: _____

Administrative Signature: _____

Parent Signature: _____

Office Use Only

Date Signed Form Returned: _____ Received By: _____

In-School Suspension Teacher: _____