



ELEMENTARY ISS HANDBOOK

Located at
Parkwood
Elementary
404 Parkwood
Pasadena, TX 77503
832-668-8200 PWE Office
Ext. 82406
832-668-7407 Main DAEP Office

2018-2019



ELEMENTARY STUDENT HANDBOOK

DEER PARK ISD ELEMENTARY IN-SCHOOL SUSPENSION (ISS)

Explanation of ISS

Students who are in violation of the district's Student Code of Conduct may be assigned to ISS as an option in the disciplinary process. Placements in this program are from any of the district's elementary campuses.

Objectives

1. ISS has been developed to provide campus administrators with an option of disciplining students who have chosen to violate the student code of conduct.
2. The short-term goals of the program include the following:
 - a) To provide an educational environment for students who have committed persistent or serious violations of the student code of conduct.
 - b) To meet the academic needs of students assigned.
 - c) To help students in having better attitudes, more positive thinking, and more productive and effective experiences.

Length of Assignment

A campus administrator will determine the length of assignment in ISS. Typical assignments are from 1 to 5 days.

Location

Elementary ISS is located at Parkwood Elementary, 404 Parkwood, Pasadena, TX 77503

School Day

1. The ISS school day is from 7:35 a.m. until 2:50 p.m.
2. Students must be checked in and in their assigned seats by the appropriate start time.
3. Students will not be accepted after 7:50 a.m., unless with an excuse.

Attendance

Poor attendance has proven to be a definite cause for failure in school. It is the responsibility of the parent to encourage regular and punctual attendance of their child. When a student is absent, it is the parent/guardian's responsibility to contact ISS personnel at (832) 668-7407 or 832-668-8200 ext. 82406 and transportation at (832) 668-7480. The student must bring a note from a parent/guardian upon returning to school. Until a note is received, the absence is recorded as unverified.

Student Orientation

A parent must accompany the student to school on his/her first day of enrollment to ISS. Students will not be enrolled without a parent or guardian. Orientations are held at 7:15 a.m. Parents and students should enter the main entrance at BJH and sign in at the front office.

Transportation

1. Students can be dropped off and picked up by the front entrance of PWE..
2. Bus transportation will be determined by the campus administrator.

Dress Code

1. All students will follow the “Dress Code” as outlined in the Elementary Handbook.
2. All students will be expected to empty pockets of unnecessary items each day upon arrival to ISS.
3. The administrator has the discretion to determine what is acceptable dress and grooming.
4. Dress code violations may result in loss of credit for the day.

Personal Items

1. Only necessary materials needed to complete class work are allowed in ISS.
2. No personal items from home are allowed. Any item discovered by ISS staff will be picked up and returned to parent/guardian.

Materials Needed for ISS

1. Students must arrive with all necessary books and materials.
2. Classroom workbooks, supplementary materials, etc., must be brought from the home campus.
3. All students must have pen, pencil, and paper upon arrival.
4. Assignment folders will be furnished.
5. Student should bring a book to read after they have completed their assignments. Magazines are not allowed.
6. Students arriving for orientation without the necessary materials will not be allowed to enroll.

Loaned Materials

Students check out specific materials from ISS staff necessary to complete assignments on a regular basis. It is the responsibility of the student to check these materials back in when they have completed the assignment. The student will be charged a replacement cost if the item is damaged or lost. Examples of items checked out are: calculators, protractors, rulers, library books, etc.

Meals

Breakfast will be made available to all DPISD students at no cost. Some a la carte items may also be available for purchase.

Students will eat lunch in ISS. A student may purchase a sack lunch with milk while attending ISS or he/she may bring a lunch from home. If the student chooses to bring a lunch, he/she may not bring a glass or plastic bottle for drinking. A lunch count will be taken at the beginning of the school day. Each student will be allowed to purchase only one lunch and milk each day. Some a la carte items may be available for purchase.

If a student is qualified for a free or reduced lunch, it will be provided. Regular lunch price is \$2.35 daily. ISS personnel will not loan money or give change. Any charges will be deducted from the students' current account.

Gum

Students may not chew or have gum in their possession.

Medication/Nurse

A student who is on medication will turn his/her medicine in to the office when the student begins their ISS assignment. School personnel will administer the medication as per the prescription to the student. A parent will be notified when the prescription is near completion. Students who are ill should not come to school. Students who become ill will be allowed to go to the nurse on Bonnette's Campus, and the nurse will contact the parent to pick up their child. Students are not allowed to call parents.

Restroom Privilege

Students are allowed to go to the restroom only with permission or at the designated times. When a student enters the restroom and there is anything out of order (graffiti, smoke, untidiness, etc.), he/she must report the situation immediately to a staff member; otherwise, he/she will be regarded as responsible for the situation and shall be subject to the consequences. Students are not allowed to take writing implements of any kind into the restroom. Markers, of any kind, are not allowed at ISS.

Academic Requirements

1. When a student is assigned to ISS, his campus teachers are notified and they are responsible for providing assignments.
2. A certified teacher is available to help students with assignments.
3. When a student completes an assignment it is returned by office mail to the student's home campus.
4. A teacher will not send additional assignments until the student has completed the initial assignments sent.
5. It takes one to two days for the work to arrive via the inter-office mail system.
6. A student is expected to finish at least one assignment per class daily.

Behavior Requirements

Students are required to follow the rules of ISS in addition to the rules set forth in the Student Code of Conduct. ISS instructors will teach students the appropriate social skills needed for them to experience success in a classroom. If a staff member has to deal with inappropriate behavior from a student more than twice during the day, the student will lose credit for the day.

Truancy/Tardiness

Regular attendance rules apply to ISS. Parents are contacted each day a student is not in attendance. If a student is absent, he/she is required to notify ISS and transportation the day of the absence. Also, the student must bring a parent note upon his/her return to school. Failure to bring a note results in an unverified absence.

Profanity

Use of profanity may result in additional days or suspension.

Physical Contact

Students may not touch other students or staff. Doing so may result in disciplinary action. Fighting may result in an expulsion.

Sleeping

Sleeping or the appearance of sleeping is not allowed. A student who attempts to sleep may be required to stand by his/her desk for ten minutes the first time. Subsequent offenses are subject to further disciplinary action and/or loss of credit for the day.

Backpacks and Markers

Students are allowed to bring materials in their backpacks. Backpacks will not be allowed in the student's work area. Markers are not allowed.

Home Campus/Extra-curricular Activities

A student is not allowed on any campus in the district while he/she is assigned to ISS unless the student has written permission from the home campus or from ISS staff. A student is not allowed to participate or to attend any extra-curricular activities while assigned to ISS.

Vandalism

A student will be assigned to a desk or carrel upon his/her arrival to ISS. A form will be provided for each to sign to note the condition of the furniture when they arrive. When a student is dismissed from ISS, the furniture will be inspected. If there is damage to the furniture, the student will be held responsible. It is the student's responsibility to keep his/her work area neat and clean.

Highpoint East

Students who commit major rule violations while assigned to ISS may be expelled to Harris County Department of Education's Highpoint School East.

ISS operates an active process to teach every student the skills needed to be successful in the regular academic setting. If a student comes to school and follows the program, he/she will not fall behind in the academic subjects.

Our goal is to teach students how to become more effective academically and socially, including developing better attitudes and making more responsible choices.

ISS HELPFUL HINTS

Read and review the Elementary **ISS Handbook** with your child. Reviewing this handbook will help speed up the First Day Orientation process. The orientation will last approximately ten minutes.

ISS orientations will be done on the first morning of the student's assignment at 7:15 a.m. ISS start time is 8:15 a.m. ISS dismissal time is 2:50 p.m. each day.

1. **Information Needs**
 - a. Home address and home phone number.
 - b. Work phone number.
 - c. Cell phone number.
 - d. Emergency contact person/relationship to student and phone number.
 - e. Is student on free/reduced lunch?

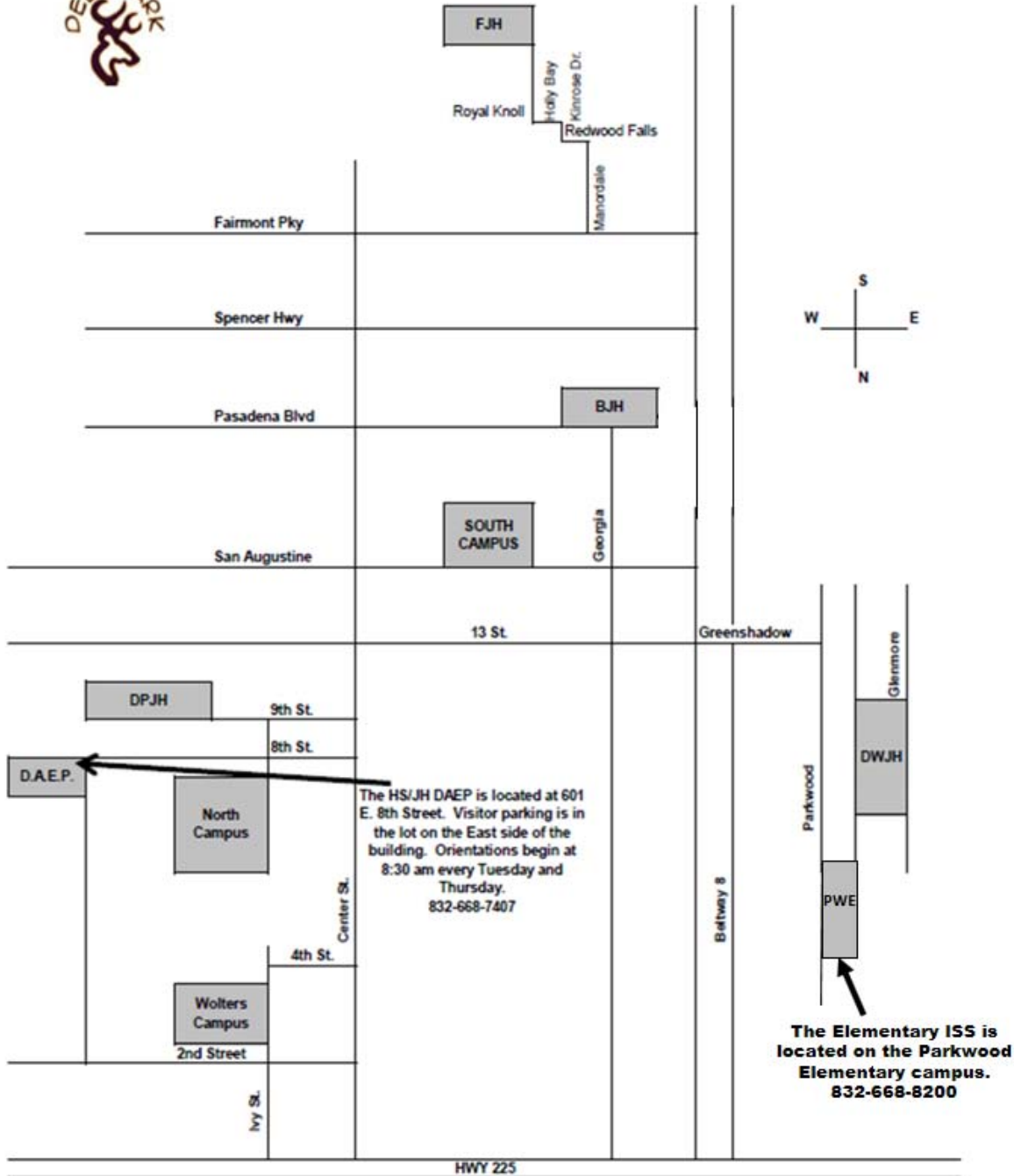
2. **Dress Code and Materials Needed for Student**
 - a. Dress code as defined in the elementary handbook. All shirts must be tucked in. No oversized clothing. No clothing with hoods.
 - b. Students need to bring their books.
 - c. Students need to bring pencil, pen, and paper.
 - d. Students need to make sure all pockets are empty. ISS personnel will ask all students to turn-out and empty pockets.

3. **Medication**
 - a. Is student allergic to milk? If so, bring a doctor's excuse, and apple juice will be provided with his/her lunch.
 - b. Is student taking medication?
 - c. Will he/she be taking medication at school? If so, bring the medication in the original container when you come for orientation.

Parents with questions regarding Elementary In-School Suspension may call the office at 832-668-7407 or contact their child's home campus administrator.

2014 DIRECTIONS TO SECONDARY DAEP 2015

and ELEMENTARY ISS



The HS/JH DAEP is located at 601 E. 8th Street. Visitor parking is in the lot on the East side of the building. Orientations begin at 8:30 am every Tuesday and Thursday. 832-668-7407

The Elementary ISS is located on the Parkwood Elementary campus. 832-668-8200