

ALC/ISS Policies and Procedures

Students who are placed in ALC/ISS will abide by the following guidelines:

- The room remains silent at all times unless the student is working with a teacher.
- All electronics are to be powered off and turned in at front of room when student enters. (See board policy below.)
- No earbuds (including AirPods) unless needed to complete classwork that is given to ALC/ISS teacher; permission from ALC/ISS teacher required.
- No sleeping or head down.
- Scheduled breaks will be given during each class period by the ALC/ISS teacher.
- Students in ISS are allowed to bring lunch or buy lunch; if buying, student will be taken down to cafeteria before lunch begins for whole school to purchase.
- The ALC/ISS teacher will contact all teachers of the student to receive the missing work so that students can complete the work and stay up-to-date in each class; ALC/ISS teacher will submit printed copies of completed work to teachers' mailboxes at end of day.

Board policy regarding electronics:

Per WCPSS Board Policy, "no student shall use, display, transmit or have in the on position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games, or any laser pointer or similar devices until after the conclusion of the instructional day." To simplify even further—this means that students should not use these devices during the instructional day AND that their devices should NOT be visible to staff members. Students who disregard this rule will have their device confiscated.

There are, however, times built into the schedule for use of electronic devices. The first is during the period between 7:00-7:20 am when students are in the commons areas. During this time, students will be permitted to use their devices as long as they are within one of the commons areas. Students can also use their devices during their assigned lunch period when they are in the commons area. These are the only times and places where electronic devices should be seen and/or used. At no point should students be using (or even displaying) prohibited electronic devices in the hallways, stairwells, classroom pods, or any other location other than the commons area.

Failure to comply with this policy will result in a student's device being confiscated automatically by a staff member, and a parent/guardian will be required to pick it up from the main office after 2:30 pm. Failure to comply with a staff member's request to surrender a device will not only make the student subject to consequences for violating the electronic device policy, but also policies for noncompliance/insubordination, which may be grounds for suspension