

Virtual In-School Suspension (VISS) Checklist

The monitor will hold a Virtual ISS setting.

- The administrator will provide due process prior to assigning VISS
- The school administrator will schedule the meeting dates in Microsoft Teams and the list of students assigned to VISS.
 - Multiple Rooms may be created to ensure VISS placements are not overcrowded, VISS rooms should follow the same capacity rules as classrooms because they must be conducive for education
 - Normal ISS ranges from 1-3 days per suspensions. By law, ISS should never exceed 10 days. VISS should not be used as a tool to continuously remove students from the normal instructional environment
- Submit the VISS discipline log entry into PowerSchool as ISS and email the official letter of ISS notification to the parent/guardian.
- Call and explain to the parent/guardian the VISS placement within 24 hours
- Enter the ISS into PowerSchool and email the official notification letters to the specific teachers.
 - **Option A:** A list of student's names could be generated as an email and sent to all teachers on the student's schedule
 - **Option B:** Administrator will create a school wide VISS class. The administrator will request teachers to place assignments in subject folders within the ISS class.
 - Additional enrichment programs will be available for students to access.

ISS will last the same hours as a regular school day.

- Ensure that the ISS monitor/behavior support staff vigilantly reviews and enforces the ISS rules with each student daily (ISS rules can be found in the SEED SharePoint ISS folder)

Students will always have their camera and microphone on at all times.

OTHER HELPFUL ISS NOTES:

- ISS monitors should be able to access the VISS folders that are created for VISS class. These electronic folders should contain rigorous assignments that coincide with state standards.
- Developing standardized protocols for retrieving assignments will ensure that learning continues in VISS and will reduce misbehavior that may occur with idle students.
- Processes should be created to allow teachers to share assignments with support staff that manage VISS
- ISS monitors/support staff should create time to implement Restorative Circles and other specific restorative activities (refer to ISS folder on SharePoint)
- Student will have a 30-minute lunch break and restroom break on their own. The lunch break must be documented and scheduled by the staff supervising ISS. Students who return after the designated return time, may receive additional consequences.
- If the VISS room functions as intended, it will serve as a deterrent to misbehavior.