

DOCUMENT RESUME

ED 336 826

EA 023 276

TITLE In-School Suspension Program.
INSTITUTION Thomas County Schools, Thomasville, GA.
PUB DATE Apr 91
NOTE 17p.
PUB TYPE Reports - Evaluative/Feasibility (142)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Behavior Problems; *Discipline; *Discipline Policy; *Discipline Problems; *In School Suspension; Intermediate Grades; *Sanctions; Secondary Education
IDENTIFIERS *Thomas County School District GA

ABSTRACT

The in-school suspension program (ISS) for grades 6-12 in Thomas County, Georgia, is described in this report. The program retains students in school, offers individual help, and provides the opportunity to stay on task. During the suspension period, students are placed in individualized carrels in the suspension center and must complete coursework prior to return to class. The report describes the program's history, rules, construction plan for carrels, middle and high school disciplinary forms, teacher and aide job descriptions, and a monthly summary of ISS utilization. (LMI)

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In-school Suspension Program

Thomas County Schools

Thomasville, Georgia

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A Step in the Right Direction

Nestled among the pines in the southwest corner of Georgia is Thomas County. The focal point of pride in the community is the Thomas County School System.

Pride abounds in the fact that Thomas County Schools are concerned for all students. The small percent of students who will not take the responsibility of learning seriously and attempt to disrupt the learning environment of other students must be dealt with in a positive manner.

Mark Twain once said, 'God has put something noble and good into every heart which His hands created.' Believing this, Thomas County Schools knew that the disruptive students required special constructive attention. Thus, the Thomas County Schools took a step in the right direction. The academically structured in-school suspension program was developed.

The in-school suspension center serves grades six through twelve. The staff consists of one teacher and two aides. The students are totally isolated in carrels high enough and deep enough to prevent eye contact. Everything is conducted one-on-one with no talking aloud.

Teachers and parents are notified on the day that the suspension occurs. When the student arrives in the center the next day, lesson plans are ready. The student is usually suspended for three to five days with the ISS teacher having the option to extend the time if necessary. All work sent by the student's teachers must be finished and all errors corrected before the student returns to class. The students are expected to stay on task, and they are expected to do their work correctly and neatly. Taking pride in their work and learning to accept responsibility for their behavior are stressed. The teacher counsels students when they arrive and again before they return to class.

The center provides a means of keeping students in school, and it provides an opportunity for them to keep up with their work. The individualized help is often what the disruptive student needs.

A step in the right direction has been taken by the Thomas County Schools to help all students become productive citizens in today's society.

An eight minute video, [A Step in the Right Direction](#), is available for \$5.00 to cover reproduction and postage. Requests should be addressed as follows:

*Thomas County School System
P.O. Box 2300
Thomasville, Georgia 31799*

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**Thomas County Schools
Thomasville, Georgia**



City of Roses

History of Thomas County's ISS Program

The Thomas County School System is committed to excellence in education. In order to pursue excellence, the student must have an environment that is conducive to learning. That environment must be free of interruptions that would interfere with that pursuit. This means, then, that discipline is vital to learning.

Having effective discipline as a top priority in 1981, the Thomas County Schools established an In-school Suspension Center to serve the middle school. The high school in 1984 requested that provisions be made to serve its students. These students are bussed to and from the middle school. Carrels are used that are high enough and deep enough to prevent eye contact and to keep a student completely isolated from his peers. The center has been in operation ten years, and it is staffed by one teacher and two aides, who move among students and offer assistance.

Teachers and parents are notified on the day that the student's suspension occurs. Teachers then send lesson plans to the center. The student must finish everything the teacher sends before he can return to class. He is usually suspended for three to five days and spends his time in the center working diligently on his lessons. Thus, the in-school center provides a means of keeping students in school, and it provides an opportunity for them to keep up with their school work.

One aspect of the in-school center which makes it unique is the emphasis that is placed on scholarship. While most centers are frequently merely detention centers, in Thomas County, students spend their time productively. The teacher and two aides ensure that students stay on task, and they insist that time in the center is **quality** time. Students must complete assignments sent by their teachers, and the center staff works closely with students so that their work is done neatly and correctly. Teachers often comment that students do their best work while they are in the center and that they are frequently ahead of other students when they return to class.

Student attitudes also receive attention in the center. The teacher counsels students when they first come in and before they return to regular school. Cooperation is mandatory, and students discuss with the teacher what they must do in regular school to stay out of trouble.

Because of the vital role the center has served, it was certainly instrumental in the middle school's being named a 1984 School of Excellence during the first year of the program's existence.

In 1986, the Thomas County In-school Suspension Program was awarded the Georgia Governor's Award for an Exemplary Program. Since that time, it has become a model and a "training facility" for Georgia.

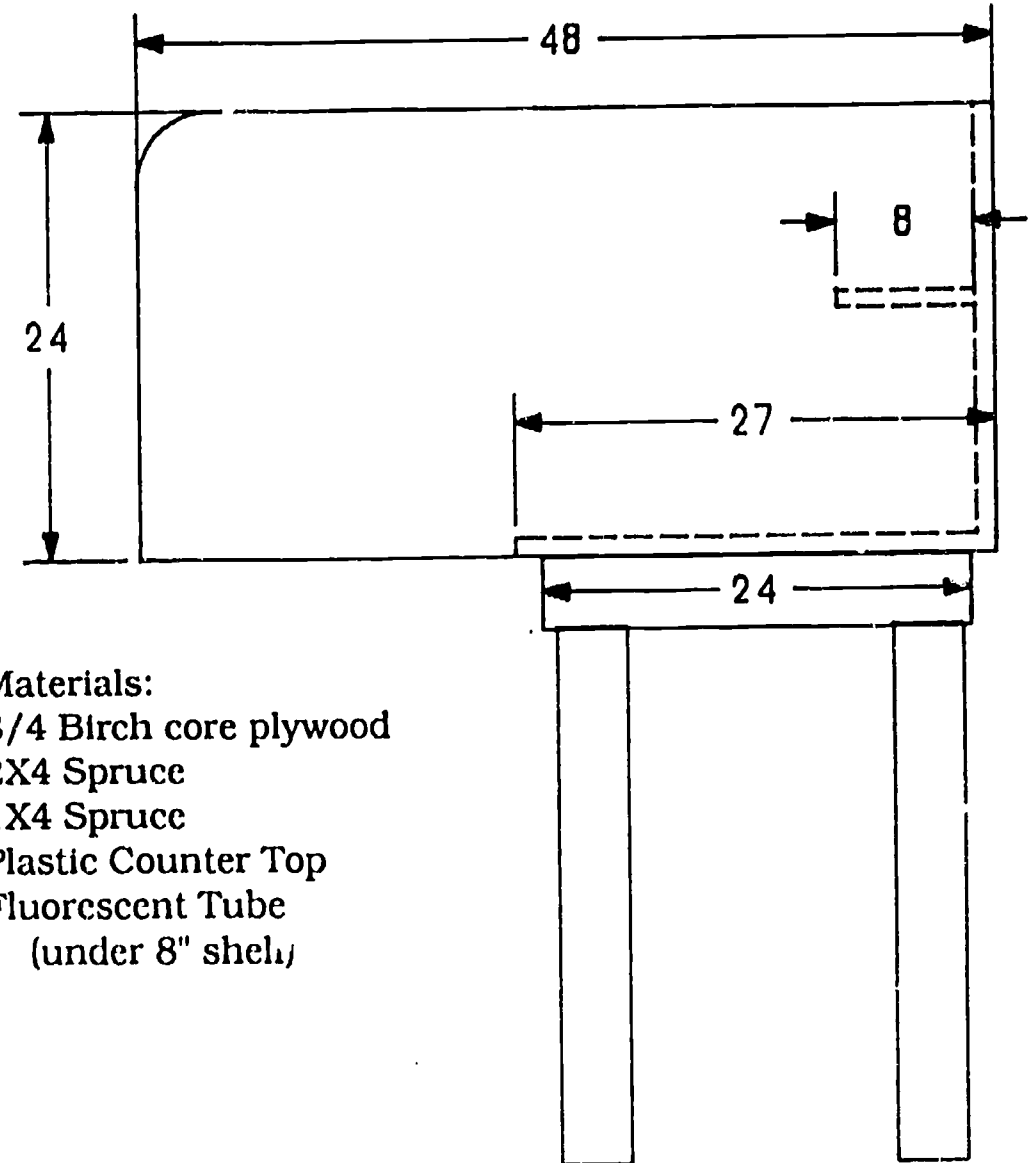
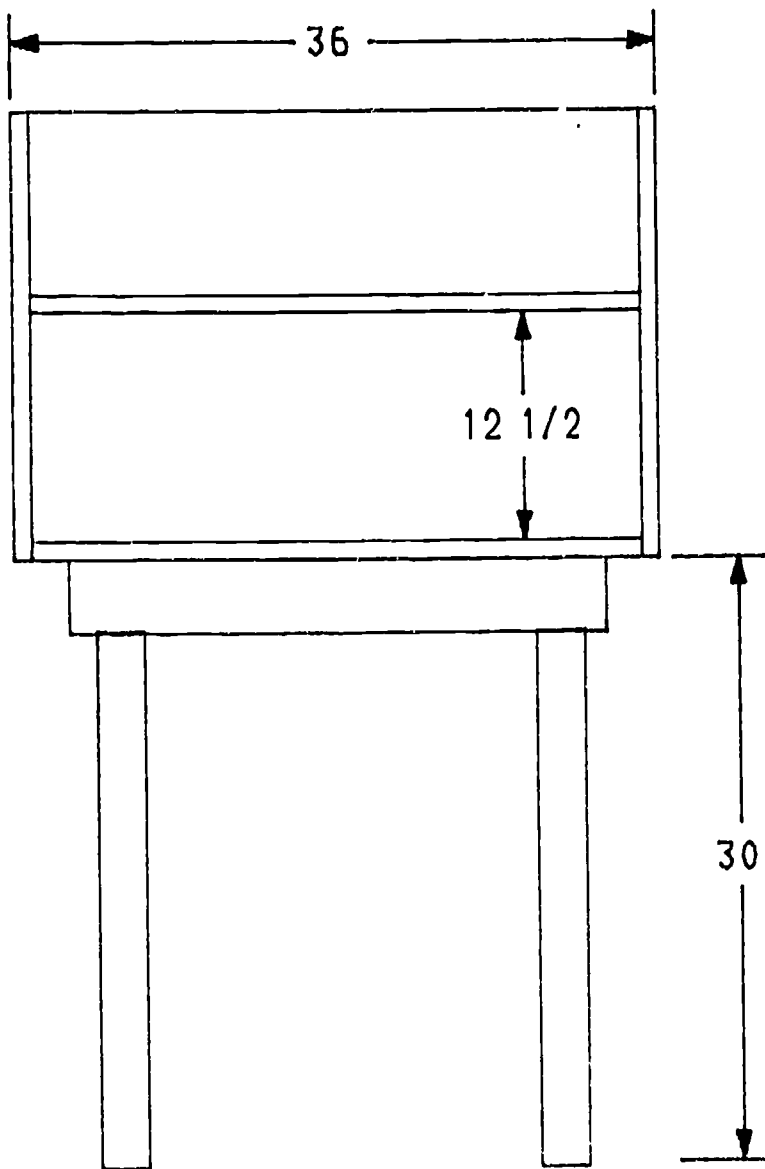
In-school Suspension Student Rules

1. The student will not drive his/her car to the middle school.
2. The student will report to the center when the **first** student bell rings.
3. The student will conduct himself/herself in a manner that is acceptable to the school.
4. The student will speak and act in a respectful way to the teacher and aides.
5. The student will miss all school activities while on suspension (break, assembly, all games, etc.).
6. The student will whisper to the teacher and aides when help is needed.
7. The student will not chew gum or eat in the suspension room.
8. The student will do his/her assigned work neatly and **correct all errors** as assignments are checked. All assignments must be completed.
9. The student will use pencils only.
10. The student will not sleep in the center.
11. The student will not smoke, chew, or dip on the school campus.
12. The student will stay in his/her assigned place and raise his/her hand to request help.
13. There will be no drawing, writing, or cutting the study carrels.
14. The student will eat lunch after all other students are out of the lunchroom. The student will sit alone.
15. The student will be accompanied by an adult to the rest room.
16. If the student fails to report on the first day assigned, he/she will be given an additional day. The only excuse will be in case of illness.
17. The student must serve consecutive days, except in case of illness. If the absence is for any other reason, the days assigned will start over.
18. High school students must follow the instruction of the bus driver going to and from the high school. She too may add days for misbehavior.
19. The teacher and the aides will work with the student to help the student succeed.
20. The student will be dismissed by the teacher.

Student's signature

Date

Thomas County Schools In-school Suspension Carrel



- Materials:
3/4 Birch core plywood
2X4 Spruce
1X4 Spruce
Plastic Counter Top
Fluorescent Tube
(under 8" shelf)

Built by the Industrial Arts Department

Middle School Disciplinary Form

Disciplinary Referral Central Middle School East Pinetree Boulevard Thomasville, Georgia 31792 Phone: 225-4394	Student's name	Race	Class-grade	Date
		Sex		
	Date of incident	Time	Teacher	
Parents, you are urged to appreciate the action taken by the teacher and to cooperate with the corrective action initiated today. Telephone number: _____		Address: _____ _____ _____		
Description of offense: _____				
Previous incidents involving student: _____				
Corrective efforts: _____				
Administrative Report				
Administrator _____		Date _____	Time _____	
Action _____				

Copy distribution: White-Parent; Yellow-Office; Pink-Teacher; Goldenrod-Student

High School Disciplinary Form

Disciplinary Referral Thomas County Central High School 1500 U.S. 84 Bypass Thomasville, Georgia 31792 225-5050	Student's name	Race	Class-grade	Date
		Sex		
	Date of incident	Time		Teacher
Parents, you are urged to appreciate the action taken by the teacher and to cooperate with the corrective action initiated today. Telephone number: _____				
Address: _____ _____ _____				
Description of offense: _____				
Previous incidents involving student: _____				
Corrective efforts: _____				
Administrative Report				
Administrator _____		Date _____		Time _____
Action _____				

Copy distribution: White-Parent; Yellow-Office; Pink-Teacher; Goldenrod-Student

Lesson Plan Request Form

Date _____

Thomas County Schools
In-school Suspension Center

To: _____
(Teacher)

_____ has been assigned to the In-school Suspension Center for a period of _____ days beginning on _____.
(Student)

Teacher assignments for this student are due in the suspension room on _____.

We appreciate your cooperation.

Assignments:

Date assignments received in the suspension room _____

Date complete assignments returned to teacher _____

Comments (if any) _____

Sample Forms

Attached to Student's Completed Work

Date _____

(Teacher)

Attached are class assignments completed by
_____ while in the In-school Suspension
Center.

Thank you.

Homeroom Form

Date _____ Homeroom Teacher _____

Student _____ is () present () absent.

Lunchroom Form

To: Lunchroom Date: _____

From: In-house Day: _____

Number eating: _____

Free: _____ Paid: _____

In-school Suspension Teacher's Job Description

The teacher will:

1. be responsible for notifying teachers when lesson plans are needed for students.
2. follow teachers' plans in assigning work to students.
3. hold students responsible for finishing and correcting all work assigned.
4. contact parents if there is reasonable doubt that parents do not know that the student is on suspension.
5. compile students' work and return to teachers.
6. provide resources for English teachers.
7. test all new students for English and math placement.
8. laminate materials as requested by teachers.
9. supervise aides in assisting with any of the above.
10. provide aide training when necessary.
11. counsel with students in the center who have social/behavior problems.
12. provide a monthly report for Dr. Solana, the Thomas County Board of Education, all administrators, and counselors.

In-school Suspension Aide's Job Description

The aide will:

1. assist students by giving to them the teachers' assignments, one at a time.
2. assist students academically. The teacher is always available to teach or explain, if necessary.
3. assist teacher with bulletin boards. Boards should be informative as well as attractive.
4. assist in **constantly** monitoring students.
5. assist in grading students' work.
6. laminate materials and cut letters, using letter machine, as requested by teachers.
7. assist in record keeping and compiling work to return to teachers.
8. assist teacher in general housekeeping and cleanliness of the center.
9. help distribute written assignments at the end of the day, so that students can get to work immediately upon arrival in the morning.
10. leave **major** disciplinary actions to teacher.
11. be good role models at all times.
12. be calm, consistent, and compassionate at all times.

Monthly Summary of ISS Utilization

Thomas County Schools Suspension Center

To: Dr. Terrel Solana, Superintendent
Harold Pullen, Assistant Superintendent
Rhetta Singletary, Director of Instruction
Thomas County Board of Education Members
Earl Williams, Principal, Central Middle
Dr. Truman Atkins, Principal, Thomas County Central High
Ken Manwaring, Assistant Principal, Central Middle
Frank Delaney, Assistant Principal, Thomas County Central
Betty Ann Courson, Guidance, Thomas County Central High
Jinnane Parrish, Guidance, Thomas County Central High
J. Saunders, Guidance, Thomas County Central High
Elaine Shank, Guidance, Central Middle
Carolyn Massey, Guidance, Central Middle

From: Teel Lee, Supervising Teacher, ISS

Summary: April 1-April 30, 1990

I. Number of students assigned to center 4/1-4/30.....	72
A. Bus conduct	5
B. Skipping	16
C. Disruptive behavior	19
D. Fighting	1
E. Profanity	3
F. Rude and discourteous	15
G. Lack of cooperation	1
H. Tardy	7
I. Out of class without permission	9
J. Inappropriate social behavior	3
K. Spitting on other students.....	1
L. Left campus without permission.....	2
Offenses most prevalent:	
Grades 6-8 (Disruptive class behavior)	15
Grades 9-12 (Skipping)	12

- II. Number of students assigned by grade, sex, and race
 - A. Black males21
 - B. Black females 13
 - C. White males31
 - D. White females 17
 - E. Sixth graders5
 - F. Seventh graders 13
 - G. Eighth graders 10
 - H. Ninth graders21
 - I. Tenth graders..... 12
 - J. Eleventh graders6
 - K. Twelfth graders5

- III. Total number of repeaters this month27

- IV. Total number of repeaters to date 165

- V. Total number of days of all students to date2135
 September 79, October 281, November 299, December
 182, January 384, February 362, March 291, April 257

- VI. Projects
 - A. Students work on individual assignments
 - B. Materials from the Reading/English resource room, as well as materials from the library, are used as supplementary materials. After the student's work is checked for errors, the student must correct his/her errors.

English materials may be checked out from the resource room.

For all classroom teachers who request it, teaching materials and bulletin board materials are laminated.

New students entering grades 7 and 8 from another school system are tested for math and English placement.