

2021-2022 On Campus Suspension Handbook

SUSPENSION



**Ms. Patrice Davis,
Intervention Supervisor**

The policy of the Baldwin County Board of Education is to establish an on-campus suspension program designed to provide a structured disciplinary atmosphere in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting.





Baldwin County Public School System

On Campus Suspension Program

A Reference Manual

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Table of Contents

OCS Aides' Directory	1
Purpose of On Campus Suspension Program	3
Program Objectives.....	4
Faculty Sign-In Sheet.....	5
OCS General Information.....	6
Academic Assignments for Students Assigned to OCS	8
Physical Environment for Students Assigned to OCS.....	9
On Campus Suspension Rules	10
Notice of On Campus Suspension	12
Operational Procedures	13



Baldwin County Public School System

On Campus Suspension (OCS) Aides 2021-22 Directory

School	Principal	OCS Aide
Baldwin County High School	Craig Smith	TBD
Bay Minette Middle School	Dr. Zack Wigstrom	Wendy Hadley
Central Baldwin Middle School	Phillip Fountain	Sandra Sweeney
Daphne High School	John Comer	Dana Nelson
Daphne Middle School	Tiffany Kalakheti	Richard Parent
Elberta High School	Branton Bailey	Kimberly Wright
Elberta Middle School	Katy White	Kimberly Wright
Fairhope High School	Jon Cardwell	Jessica Odom
Fairhope Middle School	Angie Hall	Lisa Cadwell

School	Principal	OCS Aide
Foley High School	Russ Moore	Tonya Petties
Foley Middle School	TBD	Herman Arrington
Orange Beach Middle/High School	Dr. Robbie Smith	Margaret Ronan
Perdido School	Phillip Stewart	Ashley Tuberville
Robertsdale High School	Joe Sharp	Chris Janey
Spanish Fort High School	Brian Williamson	Jennifer Edgar
Spanish Fort Middle School	Oliver Sinclair	Cynthia Ellis
Summerdale School	Amy Hiller	Theresa Andersen

On Campus Suspension (OCS)

Purpose

The policy of the Baldwin County Board of Education is to establish an on-campus suspension program designed to provide a structured disciplinary atmosphere in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting.

(Refer to page 20 of the 2021-22 Student and Parent Handbook Student Code of Conduct)

The OCS program is a disciplinary action and is intended to provide an alternative to off-campus suspension. Additionally, it is an attempt to modify disruptive behavior by isolating the disruptive student from his/her classmates.

Program Objectives

The on-campus suspension program provides a safe and constructive place for students who need to be removed from the classroom. On campus suspension aims to reduce future suspensions of a student by teaching appropriate skills and by providing resources to prevent further problem behaviors. It is important to remember, however, that the on-campus suspension program is a strategy generally intended to be a punishment for code of conduct violations.

Additional program objectives for the on-campus suspension program implemented in the Baldwin County Public School System include the following:

- To reduce the number of out-of-school suspensions
- To provide a learning and therapeutic environment for students assigned to on-campus suspension
- To identify inappropriate behavior
- To improve each student's behavior, academic performance, personal and social adjustment, and attitude toward school
- To offer specific suggestions to administrators, counselors, and teachers that may minimize adjustment problems of students assigned to on-campus suspension
- To provide follow-up contact to those students formerly assigned to on-campus suspension
- To involve parents in efforts to resolve displayed behaviors

General Information

The basic philosophy of OCS is to provide an alternative to off-campus suspension and to attempt to modify disruptive behavior by isolating the disruptive student from classmates.

Hence, the following guidelines and basic information should be noted in regards to the operation of the On-Campus Suspension (OCS) Program in the Baldwin County Public School System:

1. Students will be assigned to OCS for a certain period of days. It is recommended that a student not be assigned to OCS for more than ten (10) days per school year. If the student continues to have discipline problems after having been in OCS for ten days, an alternative form of discipline should be considered to redirect unacceptable behavior (i.e., break detention, lunch detention, after school detention, suspension or expulsion, or other disciplinary action as deemed appropriate by the administrators.)

Generally, the students' fourth off-campus suspension shall result in charges being levied against the custodial parent or guardian. After repeated violations of school rules or other misconduct, a student may be expelled. (Parental notification is given in the *School Conduct Intervention Program* pamphlet.)

2. Days students attend in OCS **will not** be counted as an absence from class. Students **will** be able to make-up any work missed during his/her stay in OCS.
3. If a student is absent from school for part or all of a school day (and is assigned to OCS), he/she will be expected to make up the time originally assigned to OCS upon return to school.
4. In order for students to receive their assignments while assigned to OCS, it is suggested that the OCS aide send an e-mail to each of the students' teachers informing them that the student has been assigned to OCS and likewise requesting work for the student to complete.
5. For those students who have a laptop, it is permissible for the teacher to send the students' assignments via Google Classroom.
6. For those students who may not have a laptop, it may be necessary for the teacher to send the work by the student.
7. In order to maintain accurate documentation of those students assigned to OCS, it is suggested that the OCS aide email the school's front office with the OCS roster for the school day.
8. Students' assignment to OCS can be extended if work assignments are not completed accurately and neatly, or if students are disruptive or display inappropriate behavior while

assigned to OCS. However, the student **will not** be allowed to make-up any work missed during his/her extension in OCS.

9. Students assigned to OCS will have their lunch at a time separate from the other lunch waves on the school campus. This is done in an effort to prevent students from being able to associate with other students. Students will not be allowed to attend any breaks given on the school campus.
10. Students assigned to OCS **will** be allowed to participate in extracurricular activities during the time of their stay in OCS. (Revised 7/11/2000)
11. Students assigned to OCS **will not** be allowed to attend any assemblies, pep rallies, or other special programs that are held on the school campus during the school day.
12. Students who are tardy, absent, or do not complete the daily work (for any reason) will be assigned additional time in OCS.
13. Parents of students assigned to OCS will be notified—preferably by either the principal or assistant principal.

If necessary, an administrator/parent conference should be arranged to discuss the following issues: the students' behavior problems which have been noted and the need to enlist the support of the parents in establishing procedures at home which will impact positively on the students' behavior.

14. Each day that a teacher has a student assigned to OCS, he/she is expected to go over to the OCS classroom during his planning period. While there, the teacher should ask the students the following two questions:
 - "Are you having any problems understanding the assignment?"
 - "Do you need any help completing the assignment?"

After visiting with the students assigned to OCS, teachers are asked to sign in each day with the respective OCS teacher. (See the sample documentation log included in this handbook.)

15. Upon arrival to OCS for the first time, students will receive a detailed student orientation for the purpose of clearly communicating the OCS guidelines, consequences for non-compliance, and establishing clear expectations while assigned to OCS. Returning students will be given a review/re-teach of these rules.

Academic Assignments for Students Assigned to OCS

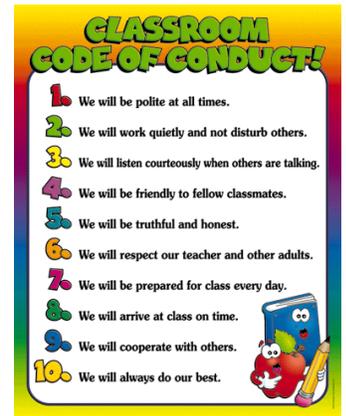
1. Students will be assigned work to complete during their stay in OCS by their regular classroom teachers. Students will be expected to complete all assignments given by their teachers prior to their dismissal from the OCS room.
2. Assignments made by the teachers should be related to the work that is presently being covered in the classroom.
3. When possible, teachers will be notified by 3:00 p.m. on the day preceding the students' first day in the OCS classroom. This will enable teachers to have ample time to prepare assignments for students during their stay in OCS.
4. Teachers are asked to make the students' assignments extensive so that their time will be completely occupied with classwork.
5. Teachers may send tests for the student to take during his/her time in OCS, or the teachers may opt to allow the students to make-up the test(s) missed upon their return to the classroom.
6. OCS personnel should have resource materials available to supplement teachers' assignments.
7. OCS personnel shall have the responsibility of ensuring that all work assignments have been completed in a neat and accurate fashion prior to dismissing students from the OCS room back to the regular classroom setting.
8. Computer games will not be permitted in OCS. Students who should have an assignment that requires the use of the computer will obey the policies set forth in the Student Acceptable Use Policy set forth by the Baldwin County Public School System.

Physical Environment for Students Assigned to OCS

1. Students assigned to OCS will report to a designated area on the school campus immediately following homeroom.
2. Where available, a specific room should be used for OCS. Preferably, cubicles should be constructed to provide isolation for those students assigned to OCS.
3. All students will have assigned seating, and they will be expected to keep their area clean and graffiti-free. Defacing cubicles, desks, and/or walls will not be tolerated.
4. Students assigned to OCS should not be allowed to communicate with other students on the school campus, nor should they be allowed to communicate with other students assigned to OCS.
5. All students will enter, leave, and move about the OCS area in a controlled, regimented manner. Students will be lined up and supervised at all times.
6. All restroom breaks will be regimented and supervised by the OCS personnel.
7. No students will leave the OCS area without cleaning his/her area. Students will only be dismissed by the OCS personnel.

On Campus Suspension Rules

1. Students are to remain seated at all times.
2. Students are not to talk without permission.
3. Students will not be allowed to sleep and may possibly be asked to stand up if they cannot stay awake.
4. Students are not allowed to leave the room except at designated times or with the permission of the OCS teacher.
5. Students must get special permission from the principal (or his/her designee) to work in a lab or special class.
6. Students who are tardy, absent, or do not complete their daily work will be assigned an additional day in OCS.
7. All students will have assigned seating (cubicles/desks) and will be expected to keep their cubicles/desk clean.
8. No food, drinks, gum, candy, or tobacco products of any kind will be allowed in the OCS room.
9. While assigned to OCS, all regular school rules apply—including dress and grooming codes.
10. Students will be required to write a one page summary on why they were assigned to OCS, and they will also be asked to include a positive resolution to their behavior in that situation.
11. Students must work on an assignment at all times. Once an assignment(s) has been completed, students should raise their hands so that they can be provided additional work to complete.
12. All assignments must be completed by following the directions provided by the classroom teacher.
13. No magazines, drawing, or coloring is allowed unless approved by the OCS teacher or is necessary for the completion of assignments given by classroom teachers.
14. Students should raise their hand to ask a question, get help with an assignment, or when an assignment has been completed. Talking, making noises, and/or communication with other students will not be tolerated.
15. Instructions and/or directions from the OCS teacher will be followed at all times.
16. Students who choose not to follow the OCS rules are subject to further disciplinary actions, which may include off campus suspension and/or expulsion.
17. Students will be dismissed from the OCS room after their area has been inspected for cleanliness, all trash and debris has been picked up, and your chair has been pushed in.



I have read (or have had read to me) the OCS Rules and Procedures and understand what is expected of me during my assignment in OCS.

Student's Signature

Date

NOTICE OF ON-CAMPUS SUSPENSION

(Name of Student)
(Parent's Name and Address)

(Today's Date)

Dear **(Name of Parents)**:

Following a conference on **(date)** with your child, this office determined that your child engaged in improper conduct that warrants assigning him/her to on campus suspension (OCS) on **(date of OCS)**. Your child was informed of his/her wrongful conduct and of the information the school had regarding this conduct. Your child was given an opportunity to respond. The specific wrongful conduct for which your child is being assigned to OCS can be found on the disciplinary referral notice enclosed with this correspondence.

On campus suspension means that your child will be isolated from his/her regular classes beginning **(length of OCS)**. Your child will be required to complete class assignments, examination(s), or behavioral packets while assigned to OCS. However, your child is not considered absent from school while assigned and attending on campus suspension. A parent conference will not be required for student re-instatement.

Students who fail to follow the rules and regulations of on campus suspension will be subject to further disciplinary action, which may include an out-of-school suspension and/or expulsion.

Please feel free to contact me if you have any concerns regarding this incident.

Sincerely,

Principal (or Assistant Principal)

Enclosure: Disciplinary Referral Form

Operational Procedures

Ordering Materials and Supplies

The following procedures should be followed when purchasing materials and supplies using monies from the At Risk Budget:

1. Complete a Request for Purchase Order Form.
2. For each item that is ordered, remember to include the following information: the quantity, item number, description of the item, unit price, total cost, and shipping charges (if applicable).
3. Submit this Request for Purchase Order form to Mrs. Brenda Moss via e-mail at bmoss@bcbe.org.
4. Upon approval, Mrs. Moss will code and process your Request for Purchase Order form.
5. When you receive your order, note the following:
 - Email Mrs. Moss to let her know that you have received your order.
 - If an invoice is included with your order, sign the invoice and return it to Mrs. Moss at Loxley COS.
 - If you receive a partial shipment of the items that you have ordered, or if you should receive any damaged items, either note that on the invoice that you return to Mrs. Moss, or send notification to her via e-mail.

For the 2021-22 school year, you will need to purchase your basic office materials and supplies from Staples, formerly known as GCOP (Gulf Coast Office Products), Quill, or Amazon. In order to access Staples' website, secure the username and password from the bookkeeper at your school.

You **may not** order from any of the following vendors: Office Max, Office Depot, Target, or Wal Mart. None of these companies will accept a purchase order from the Baldwin County Public School System.

Do not send your shopping cart, pictures of what you would like to have ordered, or even handwritten messages of what you want ordered to Mrs. Moss. The only way that Mrs. Moss will be able to process your purchase order will be if you complete the Purchase Order Request form and send it to her via e-mail.