

**STUDENT DISCIPLINE - TIME-OUT AND IN-SCHOOL SUSPENSION****Category:** Health and Safety**Effective:** August 2017**Policy Statement**

Anglophone West School District recognizes suspension as a method of behaviour modification for students who are persistently disobedient, unruly or destructive. Immediate suspension is permitted in cases when the presence of the student in the school endangers that student, other students or school staff, or substantially disrupts the rights of others to education.

The District recognizes and endorses the concept of in-school suspension as one alternative for disciplinary reasons, for a reasonable period, in accordance with established procedures.

In-school suspension refers to the time a student is not permitted to participate in regular school or classroom activities, but is assigned to a specific supervised area in which he/she does his/her assigned work.

An in-school suspension room is a supervised area within schools where the education of the student continues on an independent but guided manner. When circumstances and finances permit, supervision will be provided by a supply teacher under the direction of the school administration.

Time-out is used when a student needs to be temporarily separated or removed from the classroom environment when he/she is behaving inappropriately. *Time-out lies within a continuum of behavioural interventions to assist students to self-regulate or to control their behavior. Time-out can range from quiet time in the regular classroom to a time-out room in the school.*

Procedures

1. Time-out:
 - a. The Principal or designate shall ensure that teachers are aware of the necessity of tracking time-outs.
 - b. The teacher shall refer a student to the school-based Education Support Services Team after the student has displayed persistent and consistent inappropriate / unexpected behavior resulting in time-outs.
2. In-school suspension may be considered for any of the following reasons:
 - a. persistent disobedience
 - b. persistent refusal to do assigned school work
 - c. conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school, while on the school premises, while attending any school activity, or while on a school bus

**STUDENT DISCIPLINE - TIME-OUT AND IN-SCHOOL SUSPENSION****Category:** Health and Safety**Effective:** August 2017

- d. willful damage to or destruction of school property
 - e. the persistent use of profane or improper language
 - f. absenteeism
 - g. behaving in any other manner which, in the opinion of the Principal or designate, is detrimental to others in the school
3. Records must be kept by teachers regarding student behaviour. The Principal or designate shall notify the parent/guardian and the student that a record is being kept and that continued unacceptable / unexpected behaviour may lead to a disciplinary action which may include in-school suspension.
 4. A Principal or designate may assign an in-school suspension for not more than five (5) days without consultation with the Director of Schools.
 5. Before suspending a student, the Principal or designate shall inform the student of the formal disciplinary nature of the in-school suspension and its consequences, of the reasons for which in-school suspension is being considered and shall provide an opportunity for the student to offer an explanation.
 6. When a decision is made to suspend (in-school) a student, the Principal or designate shall make a reasonable attempt to notify the parent/guardian by telephone and shall mail immediately a written notice of the in-school suspension to the parent/guardian, with a copy forwarded to the Director of Schools at the appropriate Education Centre.
 7. Notification of the in-school suspension shall include:
 - a. the age and grade of the student
 - b. the reasons for and the date(s) of the suspension
 - c. the restrictions placed on the student during suspension

At the discretion of the Principal or designate, notification of in-school suspension may include a request that a conference with the student's parent(s)/guardian(s) take place.

8. The student shall be assigned to a supervised area and shall be provided with the regular classroom assignments to the extent possible. The student may be provided with assignments that reflect desired changes. The student shall be removed from the main student body, and shall not participate in daily and/or extracurricular activities while under in-school suspension, but shall receive credit for work completed during the suspension period. It is the responsibility of the student to ensure that all assignments missed while under suspension be completed.



STUDENT DISCIPLINE - TIME-OUT AND IN-SCHOOL SUSPENSION

Category: Health and Safety

Effective: August 2017

9. Approval from the Director of Schools must be obtained before an in-school suspension is issued for more than five (5) school days. The Principal shall advise the student and parent/guardian of their right to appeal the decision and explain the appeal process.

Reference

- [Department of Education Time-out Guidelines for New Brunswick Schools, 2002](#)
- Department of Education and Early Childhood Development [Policy 703: Positive Learning and Working Environment](#)
- [A User's Guide to the Appeal Process](#) As Provided for in The New Brunswick Education Act