

Time-Out Policy

Marklund Day School may implement a time-out may be used when a student’s behavior presents imminent danger of serious physical harm to themselves or others and all other less restrictive and intrusive measures have been tried and proven ineffective at stopping the imminent danger and serious physical harm (23 Illinois Code 1.285).

Time-Out

- Time out is a behavior management technique implemented for the purpose of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with a trained adult for part of the school day, in a non-locked setting.
- The trained supervising staff will remain in the same room as the student at all times during the timeout
- The student shall be released from timeout immediately upon determination by the trained staff member the student is no longer in imminent danger of serous physical harm to themselves or others
- No less than once every 15 minutes the trained adult must assess whether the student has ceased presenting the specific behavior for which the timeout was imposed

Students will be under the supervision of a trained staff member during time outs. The adult will remain with the student for the duration of the time out.

A student will not be kept in time-out for longer than is therapeutically necessary. Once every 15 minutes, the trained adult must assess whether the student has ceased presenting the specific behavior for which the time out was imposed. In the event a time-out exceeds 30 minutes or repeated episodes have occurred during any three-hour period, the crisis team members will notify a licensed educator knowledgeable about the use of timeout to evaluate the situation. This licensed educator shall consider the appropriateness of continuing the procedure including the students potential need for medication nourishment or use of the restroom and need for alternate strategies. The licensed educator will put in writing their observations of the evaluation (23 Illinois Administrative Code 1.285 (e)(1-4c))

In accordance with 23 Illinois Administrative Code 1.285 (d)(3), mechanical and or chemical restraint (i.e., the use of any device other than personal physical force to restrict the limbs, head, or body) will not be employed.

Any incidents requiring the use of time-out will be reported to Marklund’s Director of Education or the BCBA by the end of the school day. Parents/guardians will be notified within 24 hours after the time-out was implemented. ISBE will be notified within 48 hours in the form and manner prescribed by the State Superintendent. In addition, data related to the use of therapeutic restraint are recorded and monitored. In accordance with 23 Illinois Administrative Code 1.285 (f)(1), a written record of each episode of time-out shall be maintained in the student’s temporary file.

Please sign the following and return it to school:

Marklund Day School places an emphasis on prevention by maximizing relationships, maximizing choice, and maximizing skills through positive programming. With an emphasis on prevention, the development of pre-crisis and crisis behaviors is minimized. Time-outs will be implemented to maintain a safe and orderly environment for learning. Time-outs will only be utilized when included in a student’s behavior plan or at the discretion of the PCM Trainer or Director of Education. Parents will be notified within 24 hours after a time out on the state form via email.

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| _____ | _____ | _____ |
| Student Name | Parent/Guardian Signature | Date |
| Please provide us with your current email address: _____ | | |