

## Summit Academy

### Policy Summary on Timeout

#### Procedure #5500A

#### **Definition:**

*Timeout means a behavior management technique that involves the monitored separation of a student in a non-locked setting and is implemented for the purpose of de-escalating, regaining control, and preparing the student to meet expectations to return to their education program.*

*The term timeout shall not include:*

- *a student-initiated or student-requested break to utilize coping skills, sensory input, or self-regulation strategies*
- *use of a room or space containing coping tools or activities to assist a student to calm and self-regulate, or the use of such intervention strategies consistent with a student with a disability's behavioral intervention plan*
- *a teacher removal, in-school suspension; or any other appropriate disciplinary action*

#### **Policy Summary:**

1. Timeout may be used only when:
  - Other less restrictive and intrusive interventions and de-escalation techniques would not prevent imminent danger of serious physical harm to the student or others
  - There is no known medical contraindication to its use on the student
  - School staff using timeout have been trained in its safe and appropriate application
2. A room or physical space used for purposes of timeout may be located within a classroom or outside of the classroom and shall comply with the following requirements:
  - Be unlocked, and any door must be able to be opened from the inside. The use of locked rooms or physical spaces is prohibited.
  - Provide a means for continuous visual and auditory monitoring of the student
  - Be of adequate width, length and height to allow the student to move about and recline comfortably
  - Be clean and free of objects and fixtures that could be potentially dangerous to a student
  - Meet all local fire and safety codes
  - Wall and floor coverings shall, to the extent practicable, be designed to prevent injury to the student and there shall be adequate lighting and ventilation
  - The temperature of the room or physical space shall be within the normal comfort range and consistent with the rest of the building
3. Trained staff shall continuously monitor the student in a timeout room or space.
4. A supervisor must be notified if individual use of timeout exceeds 10 minutes in duration. No individual will be timeout for longer than 20 consecutive minutes.
5. All instances in which timeout is used will be documented on a Personal Intervention Technique (PIT) form and parents/guardians will be notified in writing on the same day.
6. Except in emergency situations in which less restrictive techniques cannot be reasonably employed to restore/maintain safety, timeout should only be used in conjunction with an approved Behavior Intervention Plan (BIP).
7. Student Individualized Education Programs (IEPs) will indicate whenever a BIP includes the use of timeout and must specify the maximum amount of time timeout may be implemented.
8. Upon request from the school district or parent, Summit will give parents/guardians the opportunity to see the physical space used for timeout.
9. This summary of The Summit Center's policy on the use of timeout will be given to parents if the BIP for their child includes the use of timeout.