



Chamberlain International School

Time Out Policy

Students are taught effective coping strategies to help them regulate their emotions. During times when a student has not been successful using their coping skills, a student or staff may request the student to utilize separation from the group or activity to regain a sense of calm.

Chamberlain School does not use seclusion or isolated time outs. In addition, Chamberlain does not use a designated time out room. The area used are common areas that are often frequented by all students throughout the day. These areas include but are not limited to an adjacent classroom, hallways, outdoor space, etc. A student separation may also include a walk with staff, visit to a location on campus, etc. for purposes of calming.

At no time are these separations conducted in a locked area/room. The area chosen for this separation will be clean, safe, sanitary, and an appropriate space for calming purposes.

For students displaying self injurious behavior during this time-out, staff must remain with the student at all times.

Time-Out:

A student or staff may request a student to take a break from the classroom or group activity during times of heightened stress for calming purposes when the student had not been successful using their coping skills. It cannot be punitive, must be therapeutic and brief in duration, with the goal of successfully integrating the student back into the group as soon as the student is calm.

This time-out is coordinated with the student by identifying an area close by where the student can be monitored. The student shall be observable at all times and will be checked on every 15 minutes. Once the student has calmed, the student is encouraged to return to the class or activity.

Documentation:

During the school day all self-directed, and staff directed time-outs for the purpose of calming will be documented by staff using the Chamberlain School database system.

In the dorms, any timeouts longer than 30 minutes will get documented using the school database system.

For any separations longer than 30 minutes, staff must get prior approval from the Program Director or designee. This approval may not be granted at the beginning of the time-out, but only when the 30-minute mark is approaching.

This documentation shall include the following:

- Name of Student
- Date
- Start time/end time
- Student Directed or Staff Directed
- Location
- Staff who observed the student every 15 minutes
- Reason for separation (peer conflict, upsetting phone call, etc.)
- Administrator (initials) who approved any timeout longer than 30 minutes

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