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Policy/Procedure: Student Separation Resulting from Behavior Support

Reference #: 9.1(a)

Legal Reference: 18.03(5)(i); 18.05(6, 7); 46.02(5)(b)

Last Updated: September 1, 2025

Person Responsible: Shane Mayhew

ADDITIONAL DOCUMENTATION: Incident reports are kept in the student's individual file and/or Shane's office

At Milestones Day School the use of seclusion restraints is prohibited. To help with behavior support Milestones Day School has two time out spaces, which are away from other students - both spaces are used for the practice of keeping students safe and appropriate to the population we serve. The time out space (also known as the "safe space") is a small, safe room with four padded walls, a custom impact free floor, a door with a mushroom device such that a student is never locked into the room and a staff member is accessible at all times. There is a shatter proof, plexi-glass window so staff has the ability to monitor the student visually at all times. It is clean, safe, sanitary, and appropriate for the purposes of calming. This room is also temperature controlled so the student is comfortable.

Any student who becomes physically escalated and is engaging in physical aggression towards self or others or is in danger of becoming injured (i.e, bolting into traffic) may be physically restrained or placed in a time out space which is separated from the group. Physical injury or danger (e.g., child threw a punch at a staff member, but missed only because the staff ducked) is the ONLY reason a student would be placed in a time out space. If a student is at any time separated from the group, they will be accompanied and observed by a staff member and will be immediately available to the student at all times. No time-out will be longer than 30 minutes without approval by a Principal and is based upon the student's agitation. If a Principal is not readily available to approve prior to the 30 minute mark, staff will make every attempt to contact a Principal, using walkie talkies or having an available staff member locate a

Principal. If staff are unable to obtain approval from a Principal the timeout shall end prior to the 30 minute mark.

Should this occur, Milestones Day School's crisis team is called which consists of a minimum of three people: The clinical or educational personnel first with the student when the student escalated (this person is designated as the crisis leader). The job of the team leader is to quickly as possible deescalate the child's behavior and follow the behavior plan. The second person is the student advocate. The job of the student advocate is to oversee the crisis and assure the student is being treated fairly, the crisis leader has not lost objectivity, and the student is physically safe. The third person at the crisis is either a clinical or administrative staff who documents all aspects of the crisis. The person documents any events that occur, any changes that occur, or documents at least every 5 minutes the events that are occurring. When a student is in time out, s/he is never left unattended and is always in view. Once the student has calmed the time out shall cease and s/he should return to class as soon as possible. (While calm can look different for students some examples of calm can include, sitting down, standing on the tile marked with an X, student no longer yelling or threatening. Controlled breathing or engaging in appropriate conversation with a staff member.)

Parents are informed of the incident as quickly as possible, but certainly by the end of the day (or during the incident, if appropriate). An incident report is filled out by the person first involved with the crisis and submitted to the School Operations Manager by the end of the school day. This incident report also documents what occurred before the crisis and what the consequences to the crisis are, if any. After a student is placed in time out an incident report is filed and reviewed by the Operations Manager. A copy of the incident report of the crisis is sent to the parents and district within 72 hours of the incident, if necessary. A copy is always placed in the student's file. The incident report documents the length of time, reasons for the intervention, who approved the procedure (if applicable), and who monitored the student during the time out. The time out ceases as soon as the student has calmed. Time Out spaces are checked on a regular basis for safety by the maintenance person and/or designee to assure they are in good working order.

9.1(a): Student Separation Resulting from Behavior Support

AGENCY NAME: Milestones Day School

PROGRAM NAME: Milestones Day School

- **1. A requirement that students shall be continuously observed by a staff member and staff shall be with the student or immediately available to the student at all times**

At Milestones Day School the use of seclusion restraints is prohibited. To help with behavior support Milestones Day School has two time out spaces, which are away from other students - both spaces are used for the practice of keeping students safe and appropriate to the population we serve. The time out space (also known as the “safe space”) is a small, safe room with four padded walls, a custom impact free floor, a door with a mushroom device such that a student is never locked into the room and a staff member is accessible at all times. There is a shatter proof, plexi-glass window so staff has the ability to monitor the student visually at all times. It is clean, safe, sanitary, and appropriate for the purposes of calming. This room is also temperature controlled so the student is comfortable.

If a student is at any time separated from the group, they will be accompanied and observed by a staff member and will be immediately available to the student at all times. When a student is in time out, s/he is never left unattended and is always in view.

- **2. A procedure for obtaining principal approval of time-out for more than 30 minutes based upon the individual student’s continuing agitation**

No time-out will be longer than 30 minutes without approval by a Principal and is based upon the student’s agitation. If a Principal is not readily available to approve prior to the 30 minute mark, staff will make every attempt to contact a Principal, using walkie talkies or having an available staff member locate a Principal. If staff are unable to obtain approval from a Principal the timeout shall end prior to the 30 minute mark

- **3. A requirement that time out shall cease as soon as the student has calmed**

Once the student has calmed the time out shall cease and s/he should return to class as soon as possible. (While calm can look different for students some examples of calm can include, sitting down, standing on the tile marked with an X, student no longer yelling or threatening. Controlled breathing or engaging in appropriate conversation with a staff member.)

