

WHAT IS A TIME OUT?

We are all human beings capable of both success and failure. As a human being, you will make mistakes and show inappropriate behavior. When you make these mistakes you will be told by staff to take a time out.

Time outs are for you to think about your inappropriate behavior. A time out lasts for 5 minutes and staff will inform youth when their time out is complete. Youth are not to ask staff when the time out is over.

NOTE: A time out is not intended as a punishment and you will take as many time outs as you earn.

SOME OF THE THINGS A TIME OUT CAN DO FOR YOU -

1. To help you become aware of inappropriate behavior. If you know what behavior to change, it is much easier to change that behavior.
2. Provide an opportunity to show the staff that you can act appropriately.
3. Allow you the option to remain in the program instead of having a major consequence for a minor mistake.
4. Allow you time to identify appropriate alternatives to the behavior, which earned you a time out.
5. Allow you time to decide whether appropriate behavior might be a better choice.

Five minute time outs are spent:

- Facing an assigned wall (about 6 inches away) that staff directs you to.
- Hands at your sides.
- No speaking to anyone except the staff that directed you to the time out.
- You are not to question staff about your time out, or, try to explain or argue about it.
- Facing the wall is not to shame you or embarrass anyone. It is to help you calm down and focus on the reason that you are there.
- Your 5 minute time out does not begin until you are in the correct position and your time out will start over if you do not remain in that position.
- If you choose not to take your time, you will be sent to a foyer time out. Once you complete the foyer time out, you will then be required to complete a 5 minute time out.

Some time outs are spent in the foyer, if you are unable to accept the first 5 minute time out, or if your negative behavior is more serious. Some of the reasons you may be asked to go straight to the foyer may include:

- Being verbally aggressive or threatening.
- Destruction of property
- Sexually inappropriate behavior or talk
- Refusal to do your 5 minute time out or being uncooperative with the process.

WHAT BEHAVIOR IS EXPECTED OF ME WHEN ON A TIME OUT?

- Ignore everyone except the staff that is talking to you.
- Follow staff directions as to how and where to sit.
- Following your time out, and only when asked by staff, name the inappropriate behavior that earned you the time out. Complete a *Thinking Report and RBT packet* if requested by staff.

WHAT HAPPENS AFTER I RECEIVE A TIME OUT?

After you have acted appropriately for *five continual minutes*, a staff member will ask you why you are in time out. You are expected to state exactly why you earned the time out and accept full responsibility for the time out. Once informed that you have answered this question you will be directed to rejoin the group.

The time out starts over again when you fail to meet the expectations of appropriate time out behavior. For example: if you serve your time out appropriately for 3 minutes and then engage in a conversation with a peer or start reading a book, your five minute time out would start again when your behavior becomes appropriate.

WHAT HAPPENS IF I DON'T KNOW WHY I'M IN TIME OUT?

If at the end of the first 5 minute time out you do not know why you are in time out, the staff will give you an additional 5 minutes to think about it.

If at the end of the second 5 minute time out you still cannot explain your time out, then staff will tell you what you did to earn the time out. At that point you can discuss the incident and take responsibility for your actions. If you are unable to, then you will earn a longer, isolated time out.

NOTE: No coupons can be earned while on time out.

WHAT OTHER KINDS OF TIME OUTS CAN I EARN?

There is another type of time out, called an isolated time out. An isolated time out is earned if you refuse to take a 5 minute time out OR if you are demonstrating continuous non-compliance with the time out expectations. An isolated time out can also be earned if you behave in some way that is more serious, such as being threatening or unsafe.

If you earn an isolated time out, you will be required to maintain appropriate behavior in the foyer (or other designated room), until you finish your writing assignments. Once there is a break in program scheduling, you will “do a group” to get back into program.

The writing assignment may include a “*Thinking Report*”, “*ABCDE*” assignment, a “*Stop, Look and Listen*” assignment, or any other assignment that staff requires of you. You are to then present this report to your group.

NOTE: No coupons can be earned while a youth is on time out.

WHAT DO I HAVE TO DO WHILE I'M ON AN ISOLATED TIME OUT?

- Sit where staff directs you to.
- Not to speak to anyone except staff.
- Remain awake and sitting upright in your chair.
- Think about why you are in an isolated time out and what you will present to your group to get back into programming.
- Complete any written assignments you are given, including your school work if necessary.
- Staff will check on you every 15 minutes or more, so there is no need to knock on the door, or window, or yell for staff if you need something, unless it is urgent.
- Your behavior and progress will be recorded by staff. Not following time out expectations will earn you more time being isolated from your group, which will in turn keep you from earning coupons and privileges.
- Always be aware that you are also being watched by surveillance cameras.

INAPPROPRIATE BEHAVIORS THAT MAY LEAD TO A 5 MINUTE TIME OUT:

- Not following staff directions.
- Touching any equipment without permission.
- Being out of assigned area.
- Hurtful talk, including “cracking” on others.
- Shadow/play boxing.
- Violating another person's personal boundaries.
- Alteration or misuse of property
- Sharing, borrowing, or trading items with another youth without permission.
- Running or jumping in inappropriate places.
- Inappropriate acts, such as grabbing your crotch.
- Wearing your shorts/pants below your waistline, “sagging.”
- Using street talk or nicknames.
- Not following dress code.
- Having food, candy, or drinks without permission.
- Forgetting to turn in pencil or other writing utensils issued by staff.
- Having contraband in your possession.
- Any type of gambling.
- Refusal to participate in any kind of programming.
- Lying.
- Stealing.
- Leaving belongings lying around.
- Horseplay/Rowdiness.
- Swearing/indirect swearing.
- Not following routines and guidelines.
- Going to the bathroom without permission.
- Refusing to complete chores.
- Manipulating staff, “double staffing.”
- Indirect intimidating actions or talk.
- Indirect threats (“I feel like...”).
- Throwing things.
- Cheating.
- Indirect yelling or screaming.

INAPPROPRIATE BEHAVIORS THAT MAY LEAD TO AN ISOLATED TIME OUT:

- Refusal to accept or complete a 5 minute time out.
- Refusal to accept a disciplinary assignment.
- Verbally or physically threatening staff or peers.
- Property damage.
- Spitting towards someone or something.
- Unexcused absence.
- Creating a disturbance by kicking things, yelling, and pounding on tables or walls.
- Continually not following staff directions.
- Being asked to leave treatment group or module.
- Intimidating actions or throwing things.
- Using gang signs or writing gang signs.
- Direct sexual remarks towards someone or written remarks.
- Obscene gestures towards someone, such as giving someone the finger.
- Inappropriate comments/remarks regarding ones: race, gender, sexual orientation, religion, national origin, appearance, etc.
- A positive drug screen.
- Poor behavior on the van.
- Inappropriate use of the computer.
- Curfew violations.
- Problems with your behavior in the gym.
- Missing the AM van.

Situation – Thinking – Feelings – Behavior - Consequences