

**Harlem Consolidated School District #122**  
**8605 N. 2nd Street**  
**Machesney Park, IL 61115**

**ISOLATED TIME OUT INCIDENT REPORT**  
Please refer to Board Policy 7:230-AP3, *Misconduct by Students with Disabilities.*

**(THIS REPORT MUST BE COMPLETED BY NO LATER THAN THE BEGINNING OF THE SCHOOL DAY FOLLOWING THE INCIDENT.)**

**Isolated Time Out means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.**

**Student Name** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Staff Member Completing Report:** \_\_\_\_\_

**Date of Incident** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Staff Members (Name and Title) who were involved in the Incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Incident:**

**1. Specifically explain the relevant events/circumstances that led to the use of isolated timeout:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Specifically explain any interventions that were used prior to the use of isolated timeout:**

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**3. Provide a description of the incident and/or the student's behavior that resulted in the use of isolated timeout:**

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**4. Provide the length of time that the student was within isolated timeout:**

Beginning time: \_\_\_\_\_:\_\_\_\_\_ A.M./P.M. End time: \_\_\_\_\_:\_\_\_\_\_ A.M./P.M.

Did the student remain in isolated time out after the behavior ceased?  Yes  No

If yes, how long did the student remain in timeout after the behavior ceased?

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**5. Log the student's behavior during the isolated timeout, including technique(s) used by the staff and any other interactions between the student and staff:**

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**6. Physical management used during the use of isolated time out:**  Yes  No

(If yes complete and attach Physical Management Incident Report)

APPROVED: January 26, 2015

DELETE