

TIMEOUT ROOM(ISS) STRUCTURE

The basis premise behind this room is to eliminate external suspensions as much as is possible. For most middle school students, external suspension is a reward, not a punishment. This room should be a room of complete social isolation, complete silence, total engagement in academic work, and complete compliance with the supervising teacher.

It is preferred that one teacher staff the room. If that is not feasible, have two teachers split each day. Do not attempt this program if you decide to place a different teacher in the room each period. It simply will not work.

Arrange the study carrels around the perimeter of the room. These should be used by the “all day” students. Arrange other tables or chair/desks in the center part of the room for the individual period students.

The teacher must have a complete teacher work station with a data base set up to keep record of students assigned to this room, their points earned, and any anecdotal information.

General remedial work in reading, writing, and mathematics should be housed in the room for students to work on when their teachers are not able to send daily work to the room.

The system works like this:

- Students are assigned to the internal suspension/time out room for any rule infraction from minor “time out” kinds of offenses to major offenses such as fighting which would usually earn an external suspension.
- Only students who commit an expulsion offense (drugs, alcohol, weapons, assault on a teacher) are immediately suspended from school.
- The duration of the assignment to the room should be consistently enforced by the school administrators according to the school’s discipline plan. The longest period of time should be 5 days.
- The shortest assignment will be one period.
- Students assigned to the ISS room must earn 3 points per period or 18 of 21 points per day (7 period). If they fail to earn those points, the period/day doesn’t count.
- If the student disrupts the ISS room, he/she is externally suspended for one day and then continues his/her ISS assignment upon return to the school. There can be no way for the student to get back to his/her regular schedule until they earn sufficient points to return. **YOU MUST BE CONSISTENT WITH THIS!!!**
- Points are earned for the following every period:
 - 1 point for completing academic assignment
 - 1 point for being respectful toward the teacher
 - 1 point for being quiet and non-disruptive

- Every student must write a paper explaining what they did to be assigned to the room, why it was wrong, how it affected their learning and the learning of others, and what they will do different the next time they are in a similar situation.
- Cell phones must be collected when the student enters the room.
- There should be laptops or iPads available for students who must submit assignments electronically.