

POLICY

2013

7616

Students

SUBJECT: Use Of Time Out Rooms

Except as provided pursuant to 8 New York Code of Rules and Regulations (NYCRR) Section 200.22(c) as referenced below, the School District shall not employ the use of time out rooms as a means of regulating student behavior.

The Board of Education acknowledges that behavior management practices for students may sometimes include the use of time out rooms. A time out room is an area for a student to safely de-escalate, self-regulate, self-calm, regain control and prepare to meet expectations to return to his or her educational program. A time out room shall only be used in conjunction with a behavior management program which teaches and reinforces acceptable behaviors, except when it is necessary to remove a student from a potentially dangerous situation or an unanticipated situation.

School administrators and staff who may be called upon to implement time out room interventions shall be provided in-service training on the policies and procedures related to the use of time-out rooms and alternative settings.

The time out room shall include a means for continuous monitoring of the student, both visually and aurally. The time out room shall be of an adequate size to allow the student to move about and recline comfortably and designed to prevent injury. Wall and floor coverings shall be designed to prevent injury to the student (i.e. no unsafe outlets, etc.) and there shall be adequate lighting and ventilation and the temperature of the room shall be within the normal comfort range and consistent with the rest of the building. The room shall be clean and free of objects and fixtures that could be potentially dangerous to a student and must meet all local fire and safety codes.

The time out room must be unlocked and the door must be able to be opened from the inside at all times. The use of locked rooms or spaces for the purposes of time out is prohibited. To ensure a student's safety, staff assigned to monitor the time out room must be able to see and hear the student at all times. Ongoing individual decisions are necessary to assess a student's need for direct adult intervention in the time out room to ensure prevention of injury to the student.

Use of a Time Out Room As An Emergency Intervention

A time out room may be used as an emergency intervention in situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed.

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When a student is placed in a time out room as an emergency intervention, the District shall document the incident that necessitated the use of the time out room, including: (1) the name and date of birth of the students; (2) the setting and the location of the incident; (3) the name of the staff or other persons involved; (4) a description of the incident; (5) the duration of the use of the time out room; (6) a statement as to whether the student has a current behavioral intervention plan; and (7) details of any injuries sustained by the student or others, including staff, as a result of the incident.

A student's parents shall be notified when a student is sent to the time out room as an emergency intervention.

Use of Time Out Rooms As Part of A Behavior Strategy

Time out rooms may be used when indicated in a student's Individualized Behavioral Intervention Plan ("BIP"). Students whose BIP's include the use of a time out room may be assigned time out by the District's instructional staff. A designated time out room will be located in the school building.

Whenever a student's BIP indicates that the student may be removed to a time out room as a planned strategy to address a particular behavior, the student's IEP must specify the use of a time out room, including the maximum amount of time a student will need to be in a time out room as a behavioral consequence as determined on an individual basis in consideration of the student's age and individual needs. The District shall inform the student's parents prior to the initiation of a BIP that will incorporate the use of a time out room and shall give the parents the opportunity to see the physical space that will be used as a time out room.

The District's staff shall document the use of the time out room for students whose BIP's permit the use of a time out room, for the purpose of monitoring the effectiveness of the time out room in decreasing specific behaviors. For such students, a time out log shall be maintained for each use of the time out room. The time out log shall include the following information: (1) the times the student entered and exited the time out room; (2) the student's behavior during and upon exit of the time out room; and (3) the name(s) of the staff member(s) who initiated the time out room placement, supervised the student during the time out procedure, and removed the student from the time out room.

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To insure that a time out room is not being used to the detriment of a student's educational program, staff will be assigned to monitor the amount of time that a student is in a time out room. A student will not be in a time out room for more than the maximum amount of time designated on his/her IEP, without administrative approval.

[Education Law Sections 207, 210, 305, 4401, 4402, 4403, and 4410](#)

8 New York Code of Rules and Regulations (NYCRR) Sections 19.5, 200.1, 200.4, 200.7, 200.22, and 201.2
Policy & Guidelines on "Use of Time Out Rooms", New York State Education Department, April 1994;

NYSED new requirements field memo, June 22, 2006;

NYSED Summary of Amendments on Behavioral Intervention, January, 16, 2007; Also Refer to:
Administrative Regulation 7122 – Use of Time Out Rooms