

USE OF TIME OUT ROOMS AND PHYSICAL RESTRAINTS

The Board of Education recognizes that a time out room may be an effective method of behavior intervention for some students. A time out room is an area for a student to safely deescalate, regain control, and prepare to meet expectations to return to his/her educational program.

The Board recognizes the use of time out rooms only in conjunction with a therapeutic behavior management program. A student who violates the disciplinary code and whose behavior management program permits the use of such a room may be assigned time out by appropriate school staff, including but not limited to the school administration, faculty and related service providers.

Staff Training

Staff who may be called upon to implement the use of the time out room will be trained on the use of the time out room and related behavior management practices. Specifically, staff training on the policies and procedures related to the use of time out rooms shall include, but not be limited to, the following measure:

- The Director of Student Services and the Coordinator of School Improvement shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of the Commissioner's Regulations relating to the use of time out rooms, including members of the Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE).

Standards for Time-Out Room Use:

The amount of time a student will need to be in a time out room will vary with the student's age, individual needs and behavior management plan. To ensure a student's safety, staff will be assigned to monitor the time out room while in use. The monitor shall also record such data the District deems necessary to assess the effectiveness of the time out procedure.

Parents or guardians will be informed by the Building Principal or the Director of Student Services prior to the initiation of a behavior management program. All parents/guardians will be provided with a copy of the District's policy on time out rooms. Upon request, parents/guardians will be shown the physical space that is used for time out.

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.

At a minimum, the use of time out rooms shall be governed by the following rules and standards:

- a. The District prohibits placing a student in a locked room or space or in a room where the student cannot be continuously observed and supervised. The time out room shall be unlocked and the door must be able to be opened from the inside. The use of locked rooms or spaces for purposes of time out or emergency interventions is prohibited.

Staff shall continuously monitor the student in a time out room. The staff must be able to see and hear the student at all times.

Under no circumstances shall a time out room in a school program be used for seclusion of the student, where the term “seclusion” is interpreted to mean placing a student in a locked room or space or in a room where the student is not continuously observed and supervised.

- b. Factors which may precipitate the use of the time out room:

Imminent or significant behavior that is unsafe for that student or others.

- c. Time limitations for the use of the time out room:

1. Once a student is calm and in control, the student is given an opportunity to leave time out. One (1) incident of two (2) hour’s duration in the time out room will result in calling the parent or caregiver and reviewing the options.

Further, a student’s IEP shall specify when a behavioral intervention plan includes the use of a time out room for a student with a disability, 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 building administrator or the Director of Student Services shall be notified in the event a student is placed in a time out room for more than twenty minutes; and such information shall be considered when determining the effectiveness of the student’s behavioral intervention plan and the use of the time out room for the student. Whether the student requires a debriefing following the use of a time out room shall be left to the staff knowledgeable about the individual student.

Data Collection to Monitor the Use of Time-Out Rooms

1. The following are guidelines to document the use of time out rooms, including the gathering of information to monitor the effectiveness of the use of the time out room and to decrease specified behaviors. Such data would be subject to review by the State Education Department (SED) upon request.
2. Such data collection will include, but is not limited to, the following information:
 - a. A record for each student showing the date and time of each use of the time out room;
 - b. A detailed account of the antecedent conditions/specific behavior that led to the use of the time out room;
 - c. The amount of time that the student was in the time out room; and
 - d. Information to monitor the effectiveness of the use of the time out room to decrease specific behaviors which resulted in the student being placed in the room.

Parental Notification of Time Out Room Use

The School District shall inform the student’s parents prior to the initiation of behavioral intervention plan that will incorporate the use of a time out room for a student, and shall give the parent the opportunity to see the physical space that will be used as a time out room and provide the parent with a copy of the school’s policy on the use of time out rooms.

Additionally, parents should be notified if their child was placed in a time out room. Minimally, whenever a time out room is used as an emergency intervention pursuant to Commissioner’s Regulations Section 200.22(d), the parent shall be notified of the emergency intervention. Such notification will be provided the same day whenever possible.

The parent is a member of the CSE and the use of a time out room must be included on the student’s IEP. The parent receives prior notice as to the recommendations on a student’s IEP and may request due process in the event the parent does not agree with the CSE recommendations.

Parent reports of alleged inappropriate interventions used in a time out room should be directed to school administrators.

Guidelines for Physical Space of a Time-Out Room

- a. The room shall provide for a means of continuous visual and auditory monitoring of the student;
- b. The room shall be of adequate width, length and height to allow the student to move about and recline comfortably;
- c. Wall and floor covering should be designed to prevent injury to the student, and there shall be adequate lighting and ventilation;
- d. The temperature of the room shall be within the normal comfort range and consistent with the rest of the building; and
- e. The room shall be clean and free of objects and fixtures that could be potentially dangerous to a student and shall meet all local fire and safety codes.

Ref.: 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

Adoption date: September 14, 2015