

USE OF TIME OUT ROOMS

The South Colonie Central School District recognizes that behavior management practices for disobedient students may include the use of time out rooms. The purpose of this policy is to describe the use of time out rooms.

A time out room is an area for a student to safely de-escalate, regain control, and prepare to meet expectations in order to return to the classroom. Time out rooms are to be used in conjunction with therapeutic behavior management intervention when a student is removed to a supervised area in order to facilitate self control or to remove a child from a potentially dangerous environment. A time out room should only be used in conjunction with a behavior management program which teaches and reinforces acceptable behaviors.

The use of a time out room and the factors which may precipitate the use of the time out room shall be consistent with the District's Code of Conduct.

IEP Requirements

The use of a time out room must be specified in the student's Individualized Education Program (IEP) when the behavior management plan for a student with a disability includes the use of that room. The IEP shall specify 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. Data on the use of the time out room by a student, as described in the "Physical and Monitoring Requirements" section set forth below, must be included in the materials reviewed by the Committee on Special Education (CSE) or Committee on Preschool Special Education (CPSE).

Parental Rights

Parents must be informed prior to the initiation of a behavioral intervention for their child involving the use of a time out room. Upon request, parents must be shown the physical space that will be used for time out. Parents shall be provided a copy of this policy regarding the use of time out rooms.

Time Restrictions

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. Careful monitoring of the amount of time a student spends in a time out room is required to insure that a time out room is not used to the detriment of a student's educational program.

Physical and Monitoring Requirements

A time out room shall include a means for continuous monitoring of the student, both visually and aurally. The room shall be of an adequate size (width, length and height) to allow the student to move about and recline comfortably. The ceiling height shall be consistent with the ceiling height

throughout the building. Wall and floor coverings shall be designed to prevent injury. 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. Each Building Principal shall designate time out room(s) within the school building.

The time out room shall be unlocked and the door shall be able to be opened at will 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 will be able to see and hear the student at all times. Individual determinations will be necessary to assess a student's need for direct adult supervision in the time out room.

A time out log shall be maintained for each use of the time out room to monitor the effectiveness of the time out procedure to decrease specified behaviors. Pertinent information that shall be considered includes the student's name, factors precipitating the time out intervention, the times the student entered and exited the time out room, the student's behavior during and upon exit of the time out room, and the names of the staff member(s) who initiate the time out room placement, supervise the student during the time out procedure, and remove the student from the time out room.

All staff assigned to a time out room shall be properly trained on the policies and procedures relating to the use of time out rooms and related behavior management practices.

Cross-Reference: Policy 5300 - Code of Conduct

Reference: 8 N.Y.C.R.R. §200.22.
New York State Department of Education Memorandum dated December, 2005:
Policy and Guidelines on the Use of Time Out Rooms.
New York State Department of Education Memorandum dated April, 1994:
Policy and Guidelines on the Use of Time Out Rooms.

Adopted: May, 2006

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