

USE OF TIME OUT ROOMS

The Board of Education (the Board) of the Bethlehem Central School District (the District) recognizes that students with disabilities sometimes exhibit inappropriate behaviors that impede learning. As a result, students with disabilities may require specific approaches to behavior intervention so that they can continue to benefit from their educational program.

Purpose

The Time Out Room offers a quiet and safe area for students with disabilities who have a Behavior Intervention Plan (BIP) that provides for Time Out Room use when the student is:

- A. Overwhelmed;
- B. Experiencing overstimulation;
- C. Out of control; or
- D. Presenting a danger to themselves or others.

The Time Out Room is designed to provide the student with a place to safely de-escalate, regain control, and prepare to meet expectations to return to class.

The Time Out Room may also be used for unanticipated situations that pose an immediate concern for the physical safety of the student or others.

Some students, whose BIP and Individualized Education Program (IEP) allow for use of the Time Out Room, are taught to move into the room on their own, as a quiet de-escalating space.

Room Description/Procedures

The Time Out Room must:

- A. Provide for continuous visual and auditory monitoring of the student;
- B. Be of an adequate width, length, and height to allow a student to move about and recline comfortably;
- C. Utilize wall and floor coverings and be designed to prevent injury to the student;
- D. Provide for adequate light and ventilation;
- E. Be clean and free of potentially dangerous objects and/or fixtures;
- F. Meet all local fire and safety codes; and
- G. Be unlocked when a student is inside with a door that can be opened from the inside.

Time Limitations for the Use of the Time Out Room

A student's IEP must specify when the student has a BIP that includes a Time Out Room. The student's IEP and BIP must identify the maximum length of time the student may remain in a Time Out Room, based on the student's age and individual needs.

In the event of any unanticipated emergency for a student who does not have a BIP that provides for use of a Time Out Room, the student may remain in the Time Out Room for a maximum of thirty minutes.

Training, Monitoring, and Documentation

All staff authorized to place a student in a Time Out Room will be trained on the District's policy related to the use of the Time Out Room and related behavior management practices. Training for staff will be provided annually as needed.

Only trained staff authorized by the principal may place a student in a Time Out Room.

The Time Out Room, when in use, must be constantly monitored by staff, who must be able to see and hear the student at all times.

The BIP shall require data collection designed to assess the effectiveness of the use of the Time Out Room is decreasing the behaviors targeted in that plan and on the student's IEP.

Time Out Room Log and Monthly Review

For any student with a disability who is sent to a Time Out Room, a record must be made on a time out log to include the following, at a minimum:

- A. The student's name;
- B. The precipitating event that led the staff member to place the student in a Time Out Room;
- C. Name(s) of staff member(s) involved;
- D. The total amount of time the student remained in a Time Out Room;
- E. Whether the student has a BIP that provides for use of a Time Out Room and, if so, the maximum amount of time permitted; and
- F. A description of the student's ability to resume classroom activities after leaving a Time Out Room.

Each time the Time Out Room is used for a student, it must be documented and a copy of the Time Out log must be sent to the principal, Committee on Special Education (CSE) chairperson, and the director of Special Education Support Services (SESS).

The effectiveness of this therapeutic intervention will be reviewed monthly by the case manager, teacher, and other appropriate staff, and the effectiveness of the behavior management plan will be reviewed at the same time. Copies of these monthly reviews will be sent to the principal, case manager, and CSE chairperson.

Parent Notification and Inspection

Before an IEP with a BIP that provides for a Time Out Room is implemented, parents must:

- A. Receive prior written notice;

- B. Be offered an opportunity to view the Time Out Room; and
- C. Be provided with a copy of this policy.

A parent shall receive a copy of the log report issued each time the student is placed in a Time Out Room. Whenever possible, parents shall be notified on the same day as the Time Out Room placement.

This policy shall remain in full force and effect unless modified by the Board of Education. The director of Special Education and Student Services will be responsible for implementation and oversight of this policy.

Authority: 8 N.Y.C.R.R. 200.22(c)

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