

SUBJECT: TIME OUT ROOMS

The St. Lawrence-Lewis BOCES 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, regain control and prepare to meet expectations to return to the educational program. Time out rooms are to be used in conjunction with a written therapeutic behavior management plan in which a student is removed to a supervised area in order to facilitate self control or when a student may be harmful to himself/herself or others. A time out room shall only be used in conjunction with a behavior management program which teaches and reinforces acceptable behaviors.

Students whose behavior management plan permits the use of a time out room, may be assigned time out by the St. Lawrence-Lewis BOCES administration or instructional staff.

School administrators and staff will be provided inservice training on the policies and procedures related to the use of time out rooms, the differentiation between Alternative Learning Centers (ALC) and time out rooms and related behavior management practices.

NOTE: An Alternative Learning center is an area outside of the classroom where a student is sent when he or she needs to be away from the group until his or her behavior conforms to the standards of the classroom.

A time out room must include a means for continuous monitoring of the student, both visually and aurally. The time out room must be of an adequate size (width, length and height) to allow the student to move about and recline comfortably. The ceiling height must be consistent with the ceiling height throughout the building. Wall and floor coverings should be designed to prevent injury. There should be adequate lighting and ventilation and the temperature of the room should be within the normal comfort range and consistent with the rest of the building. The room must 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 at will from the inside at all times. **THE USE OF LOCKED ROOMS OR SPACES FOR THE PURPOSES OF TIME OUT IS PROHIBITED.** To insure 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.

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 to consider includes, but is not limited to, the following: 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 name(s) of the staff member(s) who initiates the time out room placement, supervises the student during the time out procedure, and removes the student from the time out room.

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SUBJECT: TIME OUT ROOMS (Cont'd.)

When the behavior management plan for a student with a disability includes the use of a time out room, this must be specified in the student's Individualized Education Program (IEP). Data on the use of the time out room by a student, as described in the physical and monitoring requirements noted above, must be included in the materials reviewed by the Committee on Special Education or the Committee on Preschool Special Education.

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 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 50% of the school day without administrative approval. The behavior management plan will specify the interval of time that a student is in a time out room before being given the opportunity to exit.

Parents/legal guardians shall be informed by the classroom teacher prior to the initiation of an approved behavioral management plan for their child which will incorporate the use of a time out room. Upon request, parents/legal guardians will be shown the physical space that will be used for time out. Parents/legal guardians will be provided a copy of the District's policy on the use of time out rooms.

The Board of Education will review this policy on an annual basis and amend it when appropriate.

Adopted: 7/10/02