

**Board of Education Policy**

**USE OF TIME OUT ROOMS, PHYSICAL RESTRAINTS  
AND AVERSIVES REGULATION**

---

---

A time out room is a supervised area for a student to safely deescalate, regain control and prepare to meet expectations to return to the educational program. Time out rooms may only be used when needed for unanticipated situations that pose an immediate concern for the physical safety of a student or others, or in conjunction with a behavioral intervention plan in a student’s Individualized Education Program (IEP). The district’s use of time out rooms will conform to applicable state regulations.

**Physical requirements**

Time out rooms will allow for continuous visual and auditory monitoring of the student. The room will be large enough to allow a student to move freely and lay down comfortably. Wall and floor coverings will be designed to prevent student injury where possible, and there will be adequate lighting and ventilation. The temperature of the room will be within the normal comfort range, and consistent with the rest of the building. The room will be clean and free of objects and fixtures that could be potentially dangerous to a student, and will meet all local fire and safety codes.

**Monitoring, Observation and Supervision**

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

**Prohibition on Locks**

Time out rooms or spaces will be unlocked, and the door must be able to be opened from the inside.

**IEP Requirements**

A student’s IEP will 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 behavioral intervention plan will be designed to teach and reinforce alternative appropriate behaviors.

**Precipitating Factors**

The factors that may lead to a student being temporarily placed in a time out room will depend on the particular student. Generally, time out rooms are to be used when a student needs to deescalate, regain control and prepare to meet expectations to return to the education program. A student in need of a time out room may be unable to control their actions, feel overwhelmed, or overstimulated, exhibiting violent actions, or pose a danger to themselves or others.

**Time Limitations**

The amount of time a student may spend in a time out room will vary with the student's age, individual needs, behavioral intervention plan, and the specific circumstances. Students will spend only as much time in the time out room as is necessary for them to deescalate, regain control, return to their educational programs, or no longer pose a concern for the physical safety of themselves or others. Students will not be in a time out room for more than the maximum amount of time specified in their

**Board of Education Policy**

**USE OF TIME OUT ROOMS, PHYSICAL RESTRAINTS  
AND AVERSIVES REGULATION**

---

---

behavioral intervention plans. For emergency use, where a time out room is not specified in a student’s behavioral intervention plan, but where such emergency use is not inconsistent with the student’s IEP, the maximum time to be spent in a time out room shall is [30 minutes]. Students who are not ready to return to the educational program after that period of time, will be provided with further interventions consistent with their behavioral intervention plan or IEP, or actions reasonably calculated to assist the them.

**Staff Training**

All staff authorized to place a student in a time out room will receive training on the procedures for placing a student in a time out room, including situations warranting use of a time out room, IEP requirements, continuous monitoring, time limitations, and data collection. Only trained staff authorized by the school principal may place a student in a time out room. Staff not authorized to place a student in a time out room will receive training on what to do and who to contact if a student is exhibiting behaviors indicating the need for use of the time out room.

**Data Collection to Monitor Effectiveness**

The district will document the use of time out rooms, and monitor the effectiveness of the use of time out rooms to decrease the behaviors that led to the use of the rooms. Such documentation will include a record for each student placed in a time out room. Each record will show, for each use of the time out room, the date, time, duration of stay, precipitating factors, staff members involved, and the student’s behaviors/condition before, during and after use of the time out room. Copies of these records will be sent to the student’s teachers, CSE chairperson, Special Education Administrators, and Building Principal. Appropriate staff will meet regularly as needed to review the effectiveness of the time out room for each student placed in one. Building Principals will periodically report on the use and effectiveness of time out rooms to the Director of Special Education and Superintendent.

**Parent/Guardian Rights and Information**

The district will inform parents/guardians (this term includes guardians and persons in parental relation) prior to the initiation of a behavioral intervention for their child which will incorporate the use of a time out room. Parents/guardians will be given the opportunity to see the physical space used as a time out room. Parents/guardians will be given a copy of this policy and regulation on time out rooms. The district will notify parents/guardians each time a student is placed in the time out room on that day, as described in policy 4321.12 and any applicable building-specific procedures.

***Reference:***

***Adopted:*** 05/31/2023

***Reviewed:***

***Revised:***