

USE OF TIME OUT ROOMS AND EMERGENCY INTERVENTIONS REGULATION

The Board of Education and district recognize that students with disabilities sometimes exhibit behaviors that impede their learning or that of others or otherwise present safety issues to themselves or others. As a result, students with disabilities may require unique behavior management approaches to continue to benefit from their recommended educational program.

USE OF TIME OUT ROOMS REGULATION

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 room will only be used in conjunction with an IEP-driven behavioral intervention plan and when it is necessary to remove a student from a potentially dangerous situation in unanticipated situations that pose an immediate concern for the physical safety of a student or others. The room will provide a supervised area to facilitate self-control. The location, size, and access to the time out room will be in conformance with applicable laws and regulations. The Superintendent will be responsible for developing and implementing regulations covering the use of a time out room and monitoring compliance with those regulations.

- *Physical Requirements*
 - Time out rooms shall allow for continuous visual and auditory monitoring of the student.
 - The room shall be large enough to allow a student to move freely and lay down comfortably.
 - Wall and floor coverings shall be designed to prevent student injury where possible, and
 - Adequate lighting and ventilation shall be provided.
 - 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 potentially dangerous to a student and meet all local fire and safety codes.
- *Monitoring, Observation, and Supervision*
 - School 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.
- *Prohibition on Locks*
 - Time out rooms or spaces shall be unlocked, and the door must be able to be opened from the inside.

- *IEP Requirements*
 - Except for unanticipated situations that pose an immediate concern for the physical safety of a student or others, time out rooms may only be used in conjunction with a behavior intervention plan that is part of the student's IEP and 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 his or her education program. A student needing a timeout room may be unable to control his/her actions, overwhelmed, overstimulated, exhibiting violent actions, or posing a danger to self 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 specific circumstances. Students shall spend only as much time in the time out room as is necessary to deescalate, regain control, return to their educational programs, or no longer pose a concern for the physical safety of themselves or others. For emergency use, the maximum time to be spent in a time out room shall be 15 minutes. If a student is not ready to return to the educational program after that period of time, he/she shall be provided with further interventions consistent with his/her behavioral intervention plan or IEP, or actions reasonably calculated to assist the student.

- *Staff Training*
 - Training for staff on the policies and procedures related to the use of time out rooms, emergency intervention, aversives, and related behavior management practices will be provided annually or as needed in accordance with Section 200.22(d) of the Commissioner's Regulations.

- *Data Collection to Monitor Effectiveness*
 - The district shall document the use of emergency interventions for each student to include:
 - a. student's name and date of birth,
 - b. the setting and location of the incident,
 - c. the staff members involved, other persons involved,
 - d. a description of the incident and the intervention used,
 - e. the duration of the incident,
 - f. a statement as to whether the student has a current behavioral intervention plan, and
 - g. details of any injuries sustained by either the student or others as a result of the incident.

- Documentation of emergency interventions shall be reviewed by school supervisory personnel and, as necessary, the school nurse or other medical personnel. Building Principals shall periodically report on the use and effectiveness of time out rooms to the Superintendent of Schools or his/her designee, who shall report to the Board annually.
- Parent/Guardian Rights and Information
 - Parents shall be **informed prior to the initiation of a behavioral intervention plan which incorporates the use of a time out room. Parents will be given the opportunity to see the physical space used as a time out room, and given a copy of the district's policy and regulation on time out rooms.** Whenever a time out room is used as an emergency intervention pursuant to Commissioner's Regulation Section 200.22(d), the parent shall be notified of the emergency intervention **on the same day. If the parent cannot be contacted after reasonable attempts are made, the Principal will record and report such attempts to the Committee on Special Education.**

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