

Required

Local

Notice

Time Out Room Policy

The BOCES recognizes that behavior management practices for students sometimes may appropriately include the use of a time out room. A time out room is an area for a student to safely deescalate, regain control and prepare to meet expectations to return to the educational program. Any time out room utilized by BOCES staff shall comply with the following requirements.

1. A student's IEP shall 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 determined on an individual basis, in consideration of the student's age and individual needs. The IEP shall also indicate what general types of behavior may precipitate the use of a time out room.
2. The use of a time out room shall only be used in conjunction with a behavioral intervention plan that is designed to teach and reinforce alternative appropriate behaviors. It is important that the time out room be used for therapeutic reasons only, as a means of allowing the student to de-escalate and regain personal control. *Emergency interventions shall include only those instances where there is an immediate concern for the physical safety of the student or others.*
3. Parents shall be informed, prior to the initiation of a behavioral intervention plan, which incorporates the use of a time out room. Upon request, parents must be shown the physical space that will be used as a time out room and provided a copy of the policy regarding the use of time out room.
4. The physical space used as a time out room must meet the following standards:
 - The room must provide a means of continuous visual and auditory monitoring of the student and be of adequate width, length and height to allow the student to move about and recline comfortably.
 - Wall and floor coverings should be designed to prevent injury to the student and there shall be adequate lighting and ventilation.
 - The temperature of the room shall be within the normal comfort range and consistent with the rest of the facility.
 - The room shall be clean and free of objects and fixtures that could be potentially dangerous to a student and shall meet all local fire and safety codes.
 - The time out room shall be unlocked and the door must be able to be opened from the inside. The use of locked rooms or spaces for purposes of time out or emergency interventions is prohibited.

5. Staff shall be assigned to continuously monitor the student(s) in the time out room. The staff must be able to see and hear the student(s) at all times.
6. The BOCES shall establish and implement procedures to document the use of the time out room, including information to monitor the effectiveness of the use of the time out room as an effective tool to decrease behaviors.
7. Any BOCES staff who may be called upon to use the time out room shall be trained, at intervals deemed appropriate, on the requirements of this policy and all procedures related to the use of a time out room.

Adoption date: March 17, 2008

Ratified: April 21, 2008