

**Policy # 54****TIME OUT ROOM**

The use of a time out room may be an effective and safe means for a student with a disability to deescalate safely, regain control, and prepare to return to the education program. It may also on occasions be necessary to use the time out room to remove a student from a potentially dangerous situation:

- to protect oneself from physical injury;
- to protect another student, teacher, or any person from physical injury;
- to protect the property of the school, or of others; or
- to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school district functions, if that student has refused to comply with a request to refrain from further disruptive acts.

Except where there is an unanticipated and immediate concern for the health or safety of a student or others, a time out room is to be used only in conjunction with a disabled student's behavioral intervention plan (*bip*).

The student may not be placed in a locked room and may not be placed in a room, or in a space within a room, where the student cannot be continuously observed and supervised. Any time out room must conform to the requirements set forth below.

A student may be placed in a time out room: (1) consistent with the student's IEP and in accordance with that student's *bip*, which shall include specification of factors to determine the need for use of the time out room and the maximum amount of time to be spent in the room; or (2) if not designated in an IEP nor in a *bip*, when the student's behavior poses an immediate and unanticipated concern for the health or safety of that student or of others, and it is determined by the professional staff working with the student that the use of the time out room is the least restrictive means to enable the student or others to remain safe and to enable the student to deescalate safely and to regain control.

Whenever a student's *bip* indicates that the student would be removed to a time out room as a planned strategy to address behaviors, the student's IEP must specify the use of a time out room, including the maximum amount of time a student will need to be in the room as determined on an individual basis in consideration of the student's age and individual needs.

If a student is removed to a time out room on an emergency basis and not pursuant to an IEP nor a *bip*, the parent must be notified as soon as possible after the removal.

Use of the time out room for an individual student may not exceed the time designated on the student's *bip* and in the IEP. If the student is not able to return safely to the education program after the maximum time specified, staff shall follow the *bip* for other behavioral interventions.

All parents of students with a disability whose IEP and *bip* specify the use of a time out room shall be provided with a copy of this policy. They shall also be notified prior to

implementation of a time out room and that they have the right to view the physical space to be utilized as the time out room.

Staff shall continuously monitor any student in the time out room. A log will be maintained for each use of the time out room to monitor the effectiveness of the time out procedure to decrease specified behaviors. The log will include the student's name, factors precipitating the time out intervention, the time the student entered and exited the room, and the name of the staff member(s) who initiated the time out placement, who supervised the student during the time out procedure, and who removed the student from the time out room.

Data will be gathered to monitor the effectiveness of the use of the time out room. Such information is to be made available to the CSE and, upon request, to the student's parents. The Director of Special Education shall arrange for training of staff regarding the use of the time out room.

The time out room must be of adequate width, length and height to allow the student to move about and recline comfortably. It must provide a means for continuous visual and auditory monitoring of the student and must have adequate lighting and ventilation. Wall and floor coverings shall be designed and constructed to prevent injury. The temperature of the room is to be within the normal comfort range and consistent with the rest of the building. The room is to be clean and free of all objects and fixtures that could be potentially dangerous to a student, and shall meet all local fire and safety codes. The room shall be unlocked and able to be opened from the inside at all times while the student is in the room.

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