

GREENBURGH ELEVEN USFD

POLICY #4321.17

SPECIAL EDUCATION – TIME OUT ROOMS

The Board of Education is committed to providing a safe and orderly school environment while promoting the physical and emotional welfare of students.

Goals and Purpose:

A time out room is an area for a student to safely deescalate, regain control and prepare to meet expectations to return to his or her education program. A time out room may only be used in conjunction with a behavioral intervention plan (BIP), in which a student is removed to a supervised area in order to facilitate self-control, or when it is necessary to remove a student from a potentially dangerous situation or unanticipated situation that poses an immediate concern for the physical safety of a student or others.

Location and Physical Requirements:

Time out rooms must be located in a safe and fully accessible environment within individual school buildings. The time out rooms are to be located on each floor of each of the main school buildings in close proximity to the student populations they will most likely serve.

The time out room must provide a means for continuous visual and auditory monitoring of the student. The room must be of adequate width, length and height to allow the student to move about and recline comfortably. Wall and floor coverings must be designed to prevent injury to the student and there must be adequate lighting and ventilation. The temperature of the room must 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 from the inside. The use of locked rooms or spaces for purposes of time out or emergency interventions is prohibited.

Factors Resulting in Time Out Room Use:

Except for unanticipated situations that pose an immediate concern for the physical safety of a student or others, the use of a time out room can only be used in conjunction with a BIP designed to teach and reinforce alternative appropriate behaviors.

Time Limitations:

A student's Individualized Education Program (IEP) must specify when a BIP 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 intervention as determined on an individual basis in consideration of the student's age and individual needs.

In-Service Training:

Training for staff on the policies and procedures related to the use of time out rooms and related behavior management practices will be provided annually or as needed.

Data Collection and Review of Effectiveness:

A District log shall be maintained on each use of a time out room. Information recorded in the log shall include, at a minimum, the student's name; factors precipitating the time out intervention; the times the student entered and exited the time out room; the names of the staff member(s) who initiated the time out room placement; and the names of the staff member(s) who monitored the use of the time out room. Information recorded in the log shall become part of District records. Information on the use of the time out room by a student shall be reviewed at least annually by the District's Committee on Special Education and/or Committee on Preschool Special Education.

In addition, data regarding use of the time out room shall be included in the Behavior Report System, which shall be reviewed periodically by the principal and building staff members, including the District's Mental Health Professionals, to determine the effectiveness of the intervention.

Parental Rights:

The District must inform the student's parents prior to the initiation of a BIP that will incorporate the use of a time out room, give the parent the opportunity to see the time out room and provide the parent with a copy of this Policy. When the District is unable to provide this information to the student's parent or guardian, it shall be provided to the student's parent representative (see Code of Conduct, Policy #5300).

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