

USE OF TIME OUT ROOMS 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 his/her/their educational program. Time out rooms may only be used when necessary in unanticipated situations that pose an immediate concern for the physical safety of a student or others, or in conjunction with a student's behavioral intervention plan (BIP) designed to teach and reinforce alternative, appropriate replacement behavior(s). The District's use of time out rooms shall conform to applicable state 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 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 building. 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.

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. The principal and/or designee shall perform a visual check of the student upon exiting the time out room. Such check shall include a notation of any noticeable injuries.

Prohibition on Locks

Time out rooms or spaces 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 is prohibited.

Time Limitations

The amount of time a student may spend in a time out room will vary with the student's age, individual needs, BIP, and/or the specific circumstances. Best practices suggest that the duration of time-outs must be brief (1 – 5 minutes) per occurrence. Students shall 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 shall not be in a time out room for more than the maximum amount of time specified in their BIP. Where a time out room is utilized for an unanticipated, emergency situation rather than in conjunction with a BIP, the maximum time to be spent in a time out room shall be fifteen (15) minutes. If a student is still not ready to return to the educational program after the maximum allotted time, the student shall be provided with further interventions consistent with the student's BIP or IEP, or actions reasonably calculated to assist the student, if the student does not have a BIP or IEP.

Precipitating Factors

The factors that may lead to the use of a time out room will depend on the particular student. Generally, a student may require the use of a time out room when the student needs to deescalate, regain control, and prepare to meet expectations to return to his/her/their education program. A

student in need of a time out room may be unable to control his/her/their actions, overwhelmed, overstimulated, exhibiting violent actions, or posing a danger to self or others.

IEP Requirements

For a student with a disability, the student's IEP shall specify when the student's BIP includes the use of a time out room, including the maximum amount of time the student may 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 BIP shall be designed to teach and reinforce alternative appropriate behaviors.

Staff Training

All staff authorized to place a student in a time out room shall 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 building principal and/or designee may place a student in a time out room. Staff not authorized to place a student in a time out room shall 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 shall 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 shall include, 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. The building principal and/or designee shall ensure the appropriate staff record and maintain the required information. Copies of these records shall be shared with the appropriate Pupil Support Team (PST) members after each use of the time out room. Through the PST process, appropriate staff shall meet regularly as needed to review the effectiveness of the time out room for each student placed in one. Additionally, the building principal and/or designee shall submit copies of all records and report on the use and effectiveness of time out rooms on a monthly basis to the Director of Special Education Compliance. The Director of Special Education Compliance will then report to the Superintendent and/or designee quarterly.

Parent/Guardian Rights and Information

The assigned school psychologist or social worker shall inform a student's parent(s)/guardian(s)/person(s) in parental relation prior to the initiation of a BIP for their child which will incorporate the use of a time out room. Upon request, parent(s)/guardian(s)/person(s) in parental relation shall be given the opportunity to see the physical space used as a time out room. The building principal or designee shall provide a copy of the District's policy on the use of time out rooms (policy 4321.12, Use of Time-Outs, Time Out Rooms, and Physical Restraints) and this regulation as well as any other associated regulations, procedures, or protocols on the use of time out rooms. Each time a student is placed in the time out room, the building principal and/or designee shall notify the student's parent(s)/guardian(s)/person(s) in parental relation.

Adoption date: April 20, 2022