

Students

MP/

Mount Pleasant Cottage School Union Free School District

SUBJECT: USE OF TIME OUT ROOMS

The Mount Pleasant Cottage School Union Free School District authorizes the use of Time Out Rooms in accordance with State policy, including the physical and monitoring requirements, parental rights and individualized education program (IEP) requirements for students with disabilities. However, the District believes that many of the behavioral issues that arise are preventable. Therefore, the District will implement procedures and training such as PBIS in order to prepare staff to effectively manage behavior. In addition, special attention from a psychologist, counselor or clinician will be provided in a meeting in an attempt to redirect this behavior into a more positive behavioral response.

In those rare instances where such redirection is unsuccessful and a Time Out Room is necessary for behavioral management purposes, the District shall ensure that such use represents therapeutic and safe intervention and that the guidelines for use are consistent with the policies and regulations of other State agencies involved in the education of students.

The purposes of Time Out Rooms are as follows:

- a) Except for unanticipated situations that pose an immediate concern for the physical safety of a student or others, the use of the Time Out room shall be used only in conjunction with a behavioral intervention plan that is designed to teach and reinforce alternative appropriate behaviors.
- b) To provide an area for students to safely de-escalate, regain control and prepare to meet expectations to return to their program.
- c) To provide an area to be used in conjunction with a therapeutic behavior management intervention in which a student is removed to a supervised area in order to facilitate self-control or to be removed from a potentially dangerous environment.
- d) To provide an area to be used in conjunction with a behavior management program that teaches and reinforces acceptable behaviors.

Guidelines for the use of Time Out Rooms shall be developed with the input of at least one parent of a student with a disability; guidelines shall be reviewed annually. Minimally, these guidelines shall include:

- a) The use of the Time Out Room in the larger context of behavior management and the District's Code of Conduct;
- b) Location of the Time Out Room;
- c) Factors which may precipitate the use of the Time Out Room;

(Continued)

SUBJECT: USE OF TIME OUT ROOMS (Cont'd.)

- d) Time limitations for the use of the Time Out Room;
- e) In-service training for staff on the policies and procedures related to the use of the Time Out Room;
- f) Data collection and review of effectiveness; and
- g) Parental rights regarding the use of a Time Out Room.

Time Restrictions

The amount of time a student will need to be in a Time Out Room will vary with the student's age, individual needs and behavior management plan. Careful monitoring of the amount of time a student is in a Time Out Room is required to ensure that a Time Out Room is not being used to the detriment of a student's educational program.

Physical and Monitoring Requirements

A Time Out Room must meet the following requirements:

- a) A means for continuous monitoring of the student, both visually and aurally;
- b) Be of an adequate size (width, length and height) to allow the student to move about and recline comfortably. The ceiling height must be consistent with the ceiling height throughout the building. The lighting will be adequate. Ventilation and the temperature should be within the normal comfort range and consistent with the rest of the building;
- c) Clean and free of objects and fixtures that could be potentially dangerous to a student and must meet all local fire and safety codes;
- d) Remain unlocked and the door must be able to be opened at will from the inside at all times. The use of a locked room or spaces is prohibited;
- e) Assigned staff must be able to see and hear the student at all times. Individual determinations will be necessary to assess a student's need for direct supervision; and
- f) A log must be maintained for each use of the room to monitor the effectiveness of the Time Out procedure to decrease specified behaviors. Pertinent information to consider regarding each student assigned to the Time Out Room includes factors precipitating the Time Out intervention, the times the student entered and exited the Time Out Room, the student's behavior during and upon exit, and the names of the staff member(s) who initiated the placement, supervised the student during the procedure and who removed the student from the room.

(Continued)

SUBJECT: USE OF TIME OUT ROOMS (Cont'd.)**IEP Requirements**

When the behavior management plan for a student with a disability includes the use of a Time Out Room, such use shall be specified in the student's IEP. Data on the use of the Time Out Room by a student with a disability, as described in the "Physical and Monitoring Requirements" section of this policy, must be included in the materials reviewed by the Committee on Special Education.

Parental Rights

Parents must be informed prior to the initiation of a behavioral intervention for their child which will incorporate the use of a Time Out Room. Upon request, parents must be shown the physical space that will be used for time out. Each school must provide parents with a copy of its policy on the use of Time Out Rooms.

Adopted: 1/14/13