

The Lorge School  
353 W. 17<sup>th</sup> Street, New York, NY 10011

# The Lorge School

353 W. 17<sup>th</sup> Street, New York, NY 10011

T: (212) 929-8660 F: (212) 989-8249

admissions@lorgeschool.org

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## Admission Evaluation Letter of Understanding

I understand that my child is subject to an admission evaluation concerning placement in this school. The Lorge School will make a decision about acceptance into the school once this evaluation is complete.

I understand that I am being asked to sign a letter (Form P-2) which will allow my child to be placed in this school of he/she should meet the admission requirements.

I am signing this letter before the admission evaluation is complete in order to speed the processing of any paper work, which may be required for placement and to eliminate the need for me to make an additional trip to the school to sign the letter if my child is accepted. Signing the P-2 form prior to an admission evaluation does not indicate that The Lorge School will accept.

If my child is unable to meet the admission requirements of The Lorge School, the P-2 form will not be processed and my child's records will be returned to me upon request.

I will be notified directly if my child is accepted to The Lorge School.

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ OSIS: \_\_\_\_\_

## PARENT OR GUARDIAN CONSENT:

Signature of Parent Guardian: \_\_\_\_\_

Printed Name of Parent Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Letter of Understanding

I understand that Lorge School provides services for children with learning disabilities and emotional disturbances and other health impairments and as such utilizes the Nonviolent Crisis Intervention Program (NCI) design to address children's emotional outburst. Verbal intervention is a primary tool of the program. In an emergency crisis intervention, as determined by the Dean of Students and after all verbal de-escalation techniques are exhausted, nonviolent physical intervention could be employed.

I understand that trained personnel, in a de-escalation room/time out room, to help my child to regain control over his/her inappropriate behavior could place my child in NCI approved control position, if necessary, as a last resort to prevent injury of my child or others. I understand that The Lorge School will follow my child's behavior intervention plan (BIP) if indicated on his/her IEP.

***"Use of a Time Out Rooms" Policy NYSED (May 2011):***

**What is a Time Out Room?** "Time Out" is a technique used to interrupt an unacceptable behavior by removing the student from the situation where the misbehavior is occurring. The State does not regulate the use of time out, but does regulate the use of a separate room where a student may be removed for purposes of "time out."

State regulations define a time out room as an area for a student to safely deescalate, regain control and prepare to meet expectations to return to his or her education program. Time out rooms are to be used in conjunction with a behavioral intervention plan in which a student is removed to a supervised area in order to facilitate self-control or to remove a student from a potentially dangerous situation.

**When can a time out room be used?** 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 behavioral intervention plan that is designed to teach and reinforce alternative appropriate behaviors.

**When may a time out room be used?** A time out room should be used consistent with a student's IEP and behavioral intervention plan. Removal of a student to a time out room may also be an emergency intervention, provided that the documentation of its use meets the standards in section 200.22(d)(4) of the Regulations of the Commissioner of Education.

If a BIP is not present during intake and The Lorge School determines a need of such, I understand that school will develop it and implement one in conjunction with the CSE to help the student function better within the school. IF BIP is recommended on IEP but school determines that it is not needed, the school will work with the CSE to remove the BIP from the child's IEP.

I understand that school has a right to take my child to the hospital emergency room if necessary and it will be determined on a situational basis. If this is a necessary intervention in a crisis situation, the school will inform me and I will come to the designated hospital to assist my child.

A parent reserves the right to view and observe the De-escalation Rooms and In-House Room at anytime the use of these interventions is listed on their child's IEP/BIP. By signing this document you acknowledge that you read and understood the policy.

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Parent/Guardian Signature

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Lorge School Intake Personnel Signature



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## **Use of Time Out Rooms**

The University of the State of New York  
New York State Education Department  
Office of P-12 Education  
Office of Special Education

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May 2011

### **Use of Time Out Rooms - Word (99 KB)**

This is one in a series of policy briefs prepared by the New York State Education Department, on topics pertaining to implementation of the Individuals with Disabilities Education Act (IDEA) in New York State.

#### **What is a Time Out Room?**

“Time Out” is a technique used to interrupt an unacceptable behavior by removing the student from the situation where the misbehavior is occurring. The State does not regulate the use of time out, but does regulate the use of a separate room where a student may be removed for purposes of “time out.”

State regulations define a time out room as an area for a student to safely deescalate, regain control and prepare to meet expectations to return to his or her education program. Time out rooms are to be used in conjunction with a behavioral intervention plan in which a student is removed to a supervised area in order to facilitate self-control or to remove a student from a potentially dangerous situation.

#### **When can a time out room be used?**

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 behavioral intervention plan that is designed to teach and reinforce alternative appropriate behaviors.

#### **Are there State requirements for the physical space used for time out rooms?**

Yes. State regulations require that the physical space used as a time out room meet certain standards.

- The room must provide a means for 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 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.

**Must students be monitored while in time out rooms?**

Yes. Staff must be assigned to continuously monitor the student in a time out room. The staff must be able to see and hear the student at all times.

**Is the school required to have policy and procedures regarding the use of a time out room?**

Yes. Each school which uses a time out room as part of its behavior management approach must ensure that the school's policy and procedures on the use of the time out room are developed and implemented consistent with section 200.22(c) of the Regulations of the Commissioner of Education, including the physical and monitoring requirements, parental rights and the individualized education program (IEP) requirements for students with disabilities.

The school's policy and procedures must minimally include:

- prohibiting placing a student in a locked room or space or in a room where the student cannot be continuously observed and supervised;
- factors which may precipitate the use of the time out room;
- time limitations for the use of the time out room;
- staff training on the policies and procedures related to the use of time out room;
- data collection to monitor the effectiveness of the use of time out rooms; and
- information to be provided to parents.

Parents must also be given a copy of the school's policy on the use of time out rooms.

**How is the use of the time out room monitored?**

The school must 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 to decrease specified behaviors.

**When may a time out room be used?**

A time out room should be used consistent with a student's IEP and behavioral intervention plan. Removal of a student to a time out room may also be an emergency intervention, provided that the documentation of its use meets the standards in section 200.22(d)(4) of the Regulations of the Commissioner of Education.

**Must 'use of a time out room' be indicated in a student's IEP?**

As noted above, there may be instances when a student is removed to a time out room on an 'emergency' basis. However, whenever a student's behavioral intervention plan indicates that the student would be removed to a time out room as a planned strategy to address a particular behavior, 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 a time out room as a behavioral consequence as determined on an individual basis in consideration of the student's age and individual needs.

**Must a student's parents be informed each time the student is removed to a time out room?**

If a student is removed to a time out room on an 'emergency' basis, the school must notify the parent.

If the use of a time out room is indicated in a behavioral intervention plan and in student's IEP, the school district must inform the student's parents prior to the initiation of a behavioral intervention plan that will incorporate the use of a time out room for a student and must give the parents the opportunity to see the physical space that will be used as a time out room.

**Legal Reference**

8 NYCRR – Section 200.22(c)

NOTE: Please reference the Official Compilation of Codes, Rules and Regulation of the State of New York (8 NYCRR) for regulatory language. An unofficial compilation of these regulations can be found at: <http://www.dos.state.ny.us/info/nycrr.htm>.

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