South Summit School District
Achieving Excellence

November 6, 2026

To: The South Summit School District School Board

Re: Application for Designation of Room for the sole purpose of Seclusion.

South Summit School Board Members,

This letter serves as my application to designate a room at South Summit Middle School for seclusion. Seclusion is an Emergency Safety Intervention (ESI) defined as seclusionary time-out, meaning the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, including: 1. Placing the student in a locked room; or 2. Placing a student in a room where the door is blocked by furniture or held closed by staff.

The following sections outline the requirements in SSSD Board Procedure 6029-G and Administrative Rule R277-608.

Describe the enclosed area: The area is conference room 110, an enclosed office inside a classroom (room 109) designated as the "Coaching Corner". The office has a door with a window and an additional window adjacent to the door. Built-in bookshelves line one wall. All loose shelves have been removed.

Outline the data and reasoning for designating an enclosed area: Student Individualized Education Plan (IEP) documents, including a Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP), describe student behavioral data and needs and outline the use of both physical restraint and seclusionary time-out, as required as part of this student's Free Appropriate Public Education (FAPE). The district would not apply for this room designation if it were not required as part of a student's IEP.

Documents that the school has given written notification to the parents of the school's students of the proposed enclosed area and has invited and considered parent input regarding the proposed area: The school has not yet given written notification to parents of the school's students, as this designation is not designed to serve more than the student who requires it as per their IEP. There is also concern that providing such a notification could violate this student's FERPA rights.

Demonstrates that the proposed area satisfies the standards and requirements of Utah Admin. RulesR392-200 and Utah Admin. Rules R710-4: Please see attached document. The Facilities Director and Director of Special Education are actively working to bring the room into compliance as quickly as possible.

The Board of Education has consulted with the District's ESI Committee regarding the application. The District ESI Committee, Director of Special Education, and the Director of Student Services are happy to consult with the Board on any questions or concerns regarding this application.

The Board of Education affords parents from the school in question the opportunity to comment on the proposed enclosed area: Due to the fact that parents have not been notified yet of this application and the concern about student FERPA rights, parents have not had this opportunity. There is concern that a long open comment period would lead to non-compliance with a student's IEP.

Thank you,

Shelley Halverson, Ed.D.

Director of Teaching and Learning
Director of Special Education

Seclusion Room Requirements as per R277-608

Physical Standards	Requirement	Current Standing
	have a minimum interior area of 60 square feet	Compliant
	have a minimum distance of six feet between opposing walls	Compliant
	have a ceiling height that is comparable to other rooms in the building in which the seclusion room is located, but in no case less than eight feet	Compliant
	be constructed of materials that cannot be used to harm the occupant or others	Compliant
	be free of open electrical outlets and exposed wiring	In Process
	be designed so that a student cannot climb the walls	Compliant
	have walls that are part of the structural integrity of the building and may not consist of freestanding cells or portable units attached to existing walls or floors, except that manufactured safety units that are permanently anchored and bolted to the building structure	Compliant
	be free of objects, fixtures, and materials that pose a danger to the occupant	Compliant
	have ceilings, floors, and walls that are free of loose, torn, or potentially hazardous materials	Compliant
	contain no free-standing furniture	Compliant
Lighting Requirements	be properly lighted at all times	Compliant
	have light fixtures and electrical receptacles that are recessed or constructed to prevent the occupant from causing harm to the occupant's self	Assessing
	have light controls located outside the seclusion room	Need
Ventilation and Climate Requirements	be properly ventilated	Compliant
	be equipped with heating, cooling, ventilation, and lighting that is comparable to other rooms in the building	Compliant
	have natural or mechanical ventilation in compliance with state law including relevant administrative rules	Compliant
	be maintained at a temperature that is within the normal comfort range and consistent with the rest of the building	Compliant
Safety Requirements	if the seclusion room has windows, the windows shall be transparent and made of unbreakable or shatterproof glass or plastic	Assessing
	the door shall permit continuous visual and auditory monitoring by staff	Compliant
	the door shall have a vision panel that • consists of clear, one-fourth inch thick, unbreakable material • is flush with the interior face of the door • is positioned to allow staff to continuously observe the student • is not covered with any material	Assessing
	the door shall have only a push panel exposed on the interior of the room	Assessing
	if a locking mechanism is used on the door, the mechanism shall:	Need

	• engage only when a key, handle, knob, or similar device is actively held in position by a person • be an electrically or electronically controlled mechanism that automatically releases when the building's fire alarm system is triggered	
	A seclusion room shall be equipped with audio and video recording equipment that: • records all activities that occur in the seclusion room during use • includes audio recording capability	Need

A seclusion room shall comply with state and local fire codes, other applicable building codes, and relevant administrative rules.