

Tulsa Public Schools
Division of Teaching and Learning
Department of Special Education and Student Services

To: Principals
Leadership Team

From: Taylor L. Young, Ph.D.
Assistant Superintendent for Special Education and Student Services

Date: August 11, 2006

Re: Approval Process for Use of Isolated Time Out Rooms

As a reminder, we have an approved Board Policy regarding the use of isolated time out rooms. Please refer to Policy Number 3604.

In the last paragraph of the policy, it states "Personnel at a school site within the District may use isolated time out only after an authorized representative of the Department of Special Education and Student Services has determined that the school site has an appropriate isolated time out enclosure and has trained appropriate staff members to implement the District's isolated time out requirements."

Principals desiring to have an approved isolated time out room must contact Linda Mix at 746-6399 for a review of the proposed isolated time out room and training requirements prior to the use of an isolated time out room.