

Code: INO

Adopted:

Version: 1

## Overview

The Board recognizes the importance of safety at school relating to all students and staff. This policy is designed to provide guidance for the swift and organized evacuation of classrooms when safety concerns arise. A **room clear** is defined as the evacuation of students and staff in the event of an unsafe or escalating situation in which the causal factor is not immediately removable from the space. A room clear may be initiated by a staff member. A room clear may be initiated in a learning space that is experiencing unsafe conditions in which staff is unable to remove the causal factor from the space itself.

## Purpose

The purpose of this policy is to ensure the safety of all students and staff in the event of an unsafe or escalating situation within a learning space.

## Objective

This Room Clear Policy provides guidance for the swift and organized evacuation of classrooms when safety concerns arise. Overall, the policy aims to promote a safe and secure learning environment by facilitating timely responses to potential safety threats.

## Definitions

**Causal Factor:** Contributor to an incident (a negative event or undesirable condition), that if eliminated would have either prevented the occurrence of the incident or reduced its severity or frequency. Also known as a critical causal factor or contributing cause.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student privacy. FERPA affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the educational institution.

**Learning Space:** Refers to a physical setting for a learning environment, a place in which teaching and learning occur.

**Room Clear:** The evacuation of students and staff in the event of an unsafe or escalating situation in which the causal factor is not immediately removable from the space.

## Policy

Room clears **may be** caused by the following:

- Environmental hazards
  - broken glass, flickering lights, incessant disruptive noises, mechanical issues, extreme temperature changes, large amounts of fluid on the floor
- Hygiene or biohazard-related emergencies
  - Blood, urine, feces, emesis (vomit)
- Dysregulated and unsafe student behavior that demonstrates the potential to physically and/or emotionally impact classmates
  - *Note:* A room clear should not be used as an intervention for inappropriate behavior but rather as a part of a complete Behavior Intervention Plan for the student based on data from a Functional Behavior Assessment.

The executive director will develop and maintain a plan specifying procedures to be used in the event of a room clear. The executive director will consult with staff and educational professionals while developing this plan. Procedures for handling room clears will be established and made known to staff via the teacher operations manual and annual staff training. Room clear procedures will be made known to families via the family handbook and family communication.

The room clear plan at a minimum will include the following:

1. Who is in charge of executing the room clear plan;
2. What steps staff will take keep students safe;
3. How impacted students will be identified;
4. Continuing education and social emotional learning plan for students;
5. Communication plan for staff, students, and families;
6. Procedures for dealing with student privacy rights.

All room clears will be reported by initiating staff to administration, who will initiate a prompt investigation. Room clears caused by student behavior may qualify as a major behavioral incident. Referral data will be brought to behavioral interventions and supports (i.e. MTSS, EBIS) meetings. Documentation in the event of a room clear will be completed by responding staff on MITCH referral forms and tracked through behavioral data tracking programs. Student privacy in regards to FERPA will be maintained at all times. In the event that FERPA is violated, staff are required to report the violation immediately to administration.

For more specifics about MITCH Room Clear Procedures, MTSS/EBIS Procedures, and Student Support Services please refer to the MITCH Family Handbook.

**Implementation**

This policy will be communicated to all staff members and reviewed annually to ensure compliance and effectiveness in maintaining a safe learning environment.

**Review and Revision**

This policy will be reviewed annually by MITCH administration and the school board to assess its effectiveness and make necessary revisions to improve safety protocols as needed.

END OF POLICY

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Legal References: