



Bathroom Procedures

Grades K-1

Kindergarten students practice in gender specific groups during the first two weeks of school. Bathroom etiquette is discussed and modeled. Areas that will be addressed include:

- Entering and exiting the bathrooms.
- How to check to see if someone is in a stall when the door is closed, i.e. knocking on the door and saying "Is anyone in there?" instead of looking under the door or through a crack between the door and the wall.
- If no one is in the stall that is locked, who to contact.
- How to use the toilet/urinal, appropriate toilet paper amounts, flushing.
- Washing hands before leaving the bathroom, and then leaving without lingering.
- Level of voice to use, inappropriate activities such as playing, throwing water, not "keeping hands, feet, and objects to themselves" at all times, touching another student's private parts.
- What to do if the Building Service Supervisor (BSS) is cleaning in the bathroom and has a "Do Not Enter" Sign across the door.
- What to do if someone touches them in a way that makes them feel uncomfortable or frightened.

Parents recommend that the teachers discuss these items with the parents at K Orientations/Parent Meetings and request that the parents of our K-1 students reinforce proper bathroom etiquette and privacy issues at home, and also what to do if anyone touches them in an inappropriate manner. Fathers or other males in the family may want to discuss more discreet ways of using the urinals.

After the patterns are established, teachers allow a child to go to the bathroom in their own building with a partner and a pass. The passes are in the control of the teacher at all times, and the child must ask permission (or give the agreed upon signal) to go to the bathroom. The teacher determines who the partner is, notes the time, and the child is given only a few minutes to return.

Children are given regular breaks after recess, before/after lunch, and before sitting for long periods in the classroom or other school activities. This minimizes the children needing to use the bathroom during the instructional day or while at the lunch tables.

(While we understand that TK/K and even some first graders are naturally curious about their bodies, no physical experimentation is acceptable in the school setting. Principal will be notified of such acts and will contact parents and will keep a log of all incidents to ascertain if this is an isolated, relatively innocent occurrence or it is a pattern of behavior that may indicate a need for CPS and School Police to be involved.)

Grades 2-3

Teacher/Counselor/Nurse/Principal go over the same areas as bulleted above in small, gender specific groups. **Students do not** go to the bathrooms in pairs, except where a new student needs to be shown where the bathroom is.

Explicit classroom conversations are held with students about playing in the bathrooms at recess or anytime they are in a school bathroom. They are reminded periodically of the schoolwide rule to “keep hands, feet, and objects to themselves” including while in the bathroom. Students are not to touch another student’s clothing, look under an article of clothing or touch anyone’s private parts. If that happens, they are to report immediately to the classroom teacher or a teacher/aide who is on duty. The teacher or aide will send the student who has made the report to the Principal’s office for further investigation/parent contacts, and possible CPS report.

Grades 4-5

4th and 5th grade students will continue to follow the K-3 rules of restroom etiquette and expectations. More emphasis will be placed in discussions rather than modeling.

Students will also be encouraged to take on the role of advocacy and report concerns regarding violations of bathroom etiquette and expectations.

Children in all grades will be made aware that the bathroom is not a playground. Touching another student in inappropriate ways will bring about a phone call to the parent/guardian, and progressively more serious consequences, when appropriate. Any act of sexual harassment will be cause for a CPS report or School Police being brought into the investigation.