

Grand Prairie Independent School District

Pre-K 3 through 2nd Grade Toileting Guidelines

These toileting guidelines have been developed to ensure minimal loss of instructional time and to secure the availability of appropriate campus staffing in handling medical emergencies and ill students as it relates to the support and supervision provided to young students who struggle with toilet training.

Administration Staff:

- Based on normed expectations, most medically and developmentally able children should be fully toilet trained between the ages of two and three. Therefore, students medically and developmentally able to enter the Pre-K 3 and Pre-K 4 programs in Grand Prairie ISD (GPISD) should be able to toilet themselves with minimal supervision, including proper wiping.
 - Parents/guardians are asked to provide clothing for their student as follows: Pre-K 3 through Pre-K 4: A total of **three** sets of clothing and one pair of socks and shoes. **Two** sets of clothing are to be placed in a Ziplock bag labeled with the student's first and last name, room number, and teacher's name will be kept in the classroom. The **third** set of clothing will be kept in the student's backpack.
 - Kindergarten: A total of **two** sets of clothing and one pair of socks and shoes. **One** set is to be placed in a Ziplock bag labeled with the student's first and last name, room number, and teacher's name will be stored in the classroom. The **second** set of clothing will be kept in the student's backpack.
 - 1st through 2nd Grade: **One** full set of clothing will be kept in the student's backpack.
- All staff members, including the classroom teachers and paraprofessionals, will verbally assist students with learning how to use the restroom properly; this includes taking off and putting on clothing, proper wiping, and hand washing. In addition, staff members must be prepared to assist with changing students in extreme cases.
- **Regarding Pull-ups and diapers:** All parents/guardians of Pre-K through second grade students will be informed by GPISD that students are NOT to be sent to school wearing pull-ups or diapers. In cases where students are found to be wearing pull-ups or diapers, the parent/guardian will be contacted and expected to come and change their student into regular underwear. The parent/guardian is expected to respond within 20 minutes of contact. In the event of soiling, the parent/guardian will be expected to take the student home for a thorough cleaning. The student is expected to return to school after cleansing.
 - Pre-K Campuses: For a urinary accident, the student will be expected to independently change in the class restroom with verbal instructional support and minimal assistance provided by the classroom teacher and paraprofessional. However, in cases where the student requires more than minimal assistance from staff, a more private setting will be provided. Two staff members **MUST** be present when providing this level of support to the student.

- o In the event of bowel movement accidents, the parent/guardian must be contacted to pick up the student for a thorough cleaning. The parent/guardian has been informed that they will have 20 minutes to pick up their student and that the student should return to school once thoroughly cleansed. The parent/guardian has also been informed that this will be the same procedure if their student experiences **two** urinary accidents.
- If no clothing has been provided by the parent/guardian for the student that requires changing, the classroom staff is to contact the parent/guardian to request a change of clothes for the student. For urinary accidents, the student must remain in class, to the extent possible, while waiting for clothing. NOTE: This procedure does not apply to illness-related soiling (diarrhea, etc.). Students that are ill should be sent down to the clinic for evaluation and will be sent home.
- While doing our best to meet the needs of all our students, especially those entering school for the first time, evaluations and accommodations may be needed for students with underlying conditions that hinder independent toileting habits. Each case will be reviewed on an individual basis.
- Failure on the part of the parent/guardian to follow guidelines, requests, or recommendations will result in a face-to-face conference with a campus administrator to strategize a plan to support the student to achieve independent toileting habits.

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Pre-K 3 through 2nd Grade Toileting Guidelines

To provide quality education and meet all students' health care needs, sections asking for a parent/guardian's signature or initials are for acknowledgment purposes only. The lack of a parent/guardian's signature or initials in no way changes the parental/guardian expectations or the implementation of the guidelines.

Parents/Legal Guardians:

- Based on normed expectations, most medically and developmentally able students are expected to handle their own toileting needs (knowing when they need to use the restroom, asking or stating that need, taking off and putting on clothing, changing clothes if needed) and proper wiping and hand washing independently or with minimal verbal cues.
 - NOTE: We strongly recommend that when potty training at home, your student use the toilet as much as possible to make the transition to utilizing the school restrooms and toilets easier.
 - Please send your student to school in clothes that are easy for them to pull up/down or take on/off unaided. Staff members cannot assist with toileting tasks (including wiping) and should not be depended upon for help.
 - Please inform your child's classroom staff of words that you use at home (potty, tinkle, pee, etc.), how often they tend to go, or any nonverbal cues used by your student to indicate their need to use the restroom.
 - Due to the new environment, your student may experience some accidents during their first few weeks of school. However, if accidents continue or increase, or your student appears to be struggling with independent toileting, it may be necessary to work together on a plan for toileting success.
 - Students are not permitted to attend school wearing pull-ups or diapers. Wearing pull-ups or diapers goes against the goal of independent toileting. If the student comes to school wearing pull-ups or diapers, you, as the parent or guardian, will be contacted to go to school and change your student into regular underwear. Arrival is expected within **20 minutes** of contact. If your student experiences a bowel accident, you will be required to take them home for a thorough cleaning. The student is expected to return to school after cleansing.

Parent/Guardian signature: _____

- **Pre-K 3 through Pre-K 4:** Provide **three** sets of clothing: 2 sets (include **two** pairs of underwear and any combination of the following: shirts, pants, dresses, skirts, or shorts, and one pair of socks and shoes). Please place these in a zip lock storage bag with the student's first and last name, room number, and teacher's name on the bag. This bag will be stored in the classroom. The **third** set of clothing should remain in your student's backpack.

- o Again, we request that you provide clothing that is easy for your student to put on and take off.

Parent/guardian initials: _____

- **Kindergarten:** A total of **two** sets of clothing and one pair of socks and shoes. **One** set is to be placed in a Ziplock bag labeled with the student's first and last name, room number, and teacher's name on the bag. This bag will be stored in the classroom. The **second** set of clothing will be kept in the student's backpack.

Parent/guardian initials: _____

- **1st through 2nd Grade:** **One** full set of clothing will be kept in the student's backpack.

Parent/guardian initials: _____

- As a rule, no additional clothing is kept on campus other than those items provided by each student's parents/guardians. Therefore, it will be necessary for the parent/guardian to comply with the provision of the requested clothing for the student. Suppose your student experiences an accident at school, and no clothing has been provided. In that case, the parent/guardian will be contacted and expected to bring the clothes within **20 minutes** of initial contact (exception Bowel accident, see guidelines below).
 - o If your student utilizes their spare clothes due to an accident, spill, illness, or other substances please discuss with your student's teacher how you would like to be informed so that the clothes can be replaced with a clean set as quickly as possible.
 - o Suppose your student is unable to independently change clothes after a urinary accident. In that case, as the parent or legal guardian, you will be asked to come (**within 20 minutes of contact**) and assist with changing your student as necessary for your student's comfort and protection of both student and staff.
 - o In the event of a bowel accident or **two** urine accidents, a parent/guardian will be expected to pick up the student (or have prior arrangements made with an emergency contact) within **20 minutes** of initial notification to change and thoroughly clean the student. The student should return to complete the remainder of their school day once they have been thoroughly cleaned.

Parent/guardian initials: _____

- Arrivals/Dismissals: While doing our best as parents/guardians and school staff to seamlessly transition into and out of school, accidents can and will occur at the most inopportune times.
- **Car riders: (Arrivals)** Students are to arrive at school clean and dry. Should your student experience a urinary accident in route to school or in the line waiting for drop off, the parent/guardian has the option to park, bring the student inside the school, and assist the student with changing; or take the student back home for clean-up and return to begin their school day. For bowel accidents, the parent/guardian must take the student home for a thorough cleaning and can return afterward to start their day. **(Dismissals)** If a urine accident occurs at dismissal, if time allows, the student will be given the opportunity to independently change into dry clothing before being picked up. If time does not allow, the parent/guardian will be given the option to park and wait for the student to change into dry clothing or to be brought home. End of the day bowel accidents are to be handled at home.

- **Bus Riders: (Arrivals)** Any student who experiences a urinary accident while on the bus can change at school upon arrival as long as clothes have been provided for the student by the parent/guardian. In the case of a bowel accident, the parent/guardian will be contacted and expected to pick up the student within **20 minutes** to be taken home for a thorough cleaning. **(Dismissals)** As time allows, the student will change clothes independently before boarding the bus. The parent/guardian will be contacted for bowel accidents to pick up their student (they cannot ride the bus soiled). The parent/guardian will be expected to pick up their student within **20 minutes of initial contact**.

Parent/guardian initials: _____

- Failure to comply with these guidelines or implement recommendations and interventions will result in a face-to-face conference with a campus administrator to strategize a plan to support the student in achieving independent toileting habits.

Parent/guardian initials: _____

I have read and understood the above Toileting Guidelines pertaining to staff, parent/guardian, and student responsibilities. ***I agree to keep my contact information with the campus current, both in Skyward and in the format requested by instructional staff.***

Suppose I, the parent or legal guardian, cannot pick up my student within the 20-minute timeframe, and/or those listed as emergency contacts cannot respond within the allotted time. In that case, I agree to make arrangements for student pick up and will notify the appropriate staff by email or phone contact of the name and birthdate of that individual and inform them that they will be required to present a driver's license, passport, or state ID for verification of identity.

As a reminder, to provide quality education and meet the health care needs of all students, sections asking for a parent/guardian's signature or initials are for an acknowledgment (I have read and understand) purposes only. The lack of a parent/guardian's signature or initials in no way changes the parental/guardian's expectations or the implementation of the guidelines.

_____ (Printed Name)

_____ (Signature) _____ (Date)