

## Pre-K 3 through 2<sup>nd</sup> Grade Toileting Guidelines for Grand Prairie Independent School District

After much research, review of other district's policies nationwide, thoughtful consideration of factors relating to the implementation of Early Educational Programs and utilizing our District's current toileting policy as it applies to our student population, Health Services will institute the following Guidelines to be employed consequent to the start of the 2020-2021 school year.

These guidelines proposed have been written with medical emergencies, communicable diseases, loss of instructional time, and most recently, COVID-19 and how the handling of suspected cases will be managed in the clinic by Nursing staff.

### **Administration Staff:**

- Most medically and developmentally able children are fully toilet trained between the ages of two and three years of age. Therefore, those medically and developmentally able children entering the Pre-K 3 and Pre-K 4 programs within our school district should be able to toilet themselves with minimal supervision, including proper wiping.
- The campus clinic is not to be the designated area used for extra clothing storage, changing students or allowing them to “wait” for pick up/change of clothes related to toileting accidents, spills, and food mishaps. The Nursing staff must be able to utilize the clinic to manage the needs of students requiring medication, daily procedures, experiencing medical emergencies, communicable diseases, injuries, and suspected cases of COVID-19. Therefore, it is recommended that each campus establish an alternative location for changing students and determine where students will wait for pick up/clothing changes without losing valuable instruction time.
  - Campuses will need to designate an alternate restroom, other than the clinic's restroom, for visitors, staff members, and well students.
- For the health and well-being of all staff and students, it is strongly advised that no additional donated clothing be accepted and kept on any campus other than those items provided by each individual student's parents/guardians.
  - Pre-K 3 through Kindergarten: Parents/guardians have been asked to provide a total of **three** extra sets of clothing, including at least one additional pair of shoes and socks. **Two** sets are to be placed in plastic zip lock bags labeled with the student's information, room, and teacher to be stored on campus, preferably in the student's cubby. The **final** set of clothing can travel to and from school in their backpack. If deemed necessary, a designated clothing storage area should be established in a centralized location easily accessible to all teaching staff.
  - 1<sup>st</sup> through 2<sup>nd</sup> Grade: **One** full set of extra clothing in backpack.

- All staff members, including lead teachers and paraprofessionals, should assist students with learning how to use the restroom properly (this includes clothing on/off, wiping, and handwashing) and be prepared to assist with changing both wet or soiled clothing.
  - Clinic/Nursing staff will be limited in their availability to assist with changing and toileting except for those students with a documented medical condition and a 504 or SpEd plan involving bowel, bladder, or spine that requires nursing skill and knowledge to perform, educate, or teach delegated staff to perform and medically necessary procedures.
  - In the instance of a urinary accident, the student can most likely change in the class restroom with verbal instruction and minimal assistance. However, any soiled clothing changes should be done in a designated changing area that offers privacy for the student. Two staff members are to be present while the student is being cleaned and changed.
  - If necessary, the parent/guardian can be contacted for assistance with changing.
  - The parent/guardian will be contacted to pick up the student for a more thorough cleaning after one soiling or two urinary accident(s).
- If no clothing is available for the student that requires changing, classroom staff is to contact the parent/guardian to request clothes be brought to the school for their child. The student is to remain in class, to the extent possible, while waiting for clothing.
  - Parents/guardians have been informed that no additional clothing is available on any campuses except what they have provided for their individual student.
- While doing our best to meet the needs of all our students, especially for those entering school for the first time, adding additional staff or selecting current staff members to assist with toilet training, changing, and supporting parents/guardians in the toilet training process is highly recommended. This staff would be especially helpful for those students that may require toileting assistance for non-medical related conditions that interfere with the training and educational process.
- Failure on the part of the parent/guardian to follow guidelines, requests, or recommendations should result in a face to face conference with a campus administrator.

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These guidelines proposed have been written with medical emergencies, communicable diseases, loss of instructional time, and most recently, COVID-19 and how the handling of suspected cases will be managed in the clinic by Nursing staff.

### **Parents/Legal Guardians:**

- All medically and developmentally able students are expected to handle their own toileting (knowing when the need to use the restroom, asking or stating that need, handle clothing removal/replacement, and change clothes if needed) and cleaning (wiping properly, washing hands) on their own or with verbal cues.
  - NOTE: We do recommend that when potty training at home, 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 for unaided or minimally aided restroom use.
  - Please inform your child's classroom staff 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, increase, or your student appears to be struggling with independent toileting, it may be necessary to work together on a plan for toileting success.
  - We request that students do not attend class wearing diapers or pull-ups unless there is a documented condition making the use of these products necessary. Please notify staff of this condition so appropriate accommodations can be discussed and implemented. It will be your responsibility to provide all the items needed to keep your student clean and dry throughout their school day.
- The campus clinic will no longer be the designated area used for changing students. Those students that require a change of clothing related to toileting accidents, spills, and/or food mishaps will wait in the classroom to minimize loss of instructional time unless deemed necessary to move the student to an alternative location for the student's comfort. The Nursing staff must be able to utilize the clinic to manage the needs of

students requiring medication, daily procedures, experiencing medical emergencies, communicable diseases, injuries, and suspected cases of COVID-19.

- The clinic restroom will also no longer be available for use by visitors, staff members, and well students.
- **Pre-K 3 through Kindergarten:** Provide 3 sets of clothing: 2 sets (include 2 pairs of underwear, and any combination of the following: shirts, pants, dresses, skirts, or shorts and socks) Please place these in a zip lock storage bag with the student's name, class, and teacher's name on the bag. This will be left at school. The 3<sup>rd</sup> set of clothing should remain in your student's backpack. It is highly recommended that extra shoes be provided as well. These can either be included in the "stay at school" clothes or they can travel back and forth in the backpack.
  - Again, we request that you provide clothing that is easy for your student to put on and take off.
- **1<sup>st</sup> through 2<sup>nd</sup> Grade:** One full set of extra clothing to remain in student's backpack for use if needed.
- For the health and well-being of all staff and students, no additional donated clothing will be accepted and/or kept on any campus other than those items provided by each individual student's parents/guardians. As a result of this change, it will be necessary for you, as the parent/guardian, to comply with the provision of the requested extra clothing for your student.
  - 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 made aware of the change so the clothing can be replaced as quickly as possible.
  - You, as the parent or legal guardian, may be asked to come and assist with changing your student if necessary, for your child's comfort.
  - You will be notified and expected to pick up your student for a more thorough cleaning should they have more the 2 urine or 1 bowel accident during the school day. Your student may return to school to complete the rest of the day once that has been completed.
- Failure to follow these guidelines or observe any recommendations and requests may result in parent or guardian/campus administrator conference.

I have read and accept the terms set forth in the above Toileting Guidelines as it pertains to staff, parent/guardian, and student responsibilities during the 2020-2021 school year. I give those staff members involved in the instruction and care of my student while at school my permission to support \_\_\_\_\_ (student name) in using the restroom. This may involve entering the restroom, assisting with or performing clothing changes, and helping with personal hygiene and care as needed. I also agree to keep my contact information with the campus current both in Skyward and in the format requested by instructional staff.

\_\_\_\_\_ (Printed Name)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)