

# **RESTROOM PROCEDURES POLICY**

## **For Sierra High School**

### **Fillmore, California**

#### **OVERVIEW**

The restroom policy will set forth procedures which will ensure students act responsibly and constitute a general understanding between students and staff.

#### **Restroom Procedures During School Hours**

- The Sierra High School's restrooms are unlocked by 7:00 am every morning unless specifically closed by administration.
- All students are expected to use the restroom facilities prior to the beginning of school and during nutrition.

#### **Restroom Use Procedures Between Periods**

Sierra High School does not have passing periods. Therefore, to meet the personal needs of students, students that need to use the restroom facilities between classes must do the following:

- Obtain the attention of the teacher for the upcoming period (teachers are generally by door during this time)
- Request permission to use the restroom and receive permission.
- It is the teacher's discretion to grant permission.
- Students may drop off materials with teacher permission, but students are expected to use the facility quickly and return to class prior to attendance being taken (no more than 1-2 minutes).
- During this time students should not stop to talk to friends nor use cell phones or other forms of technology.

#### **Restroom Use Procedures During Class**

- Each teacher has a sign out and sign in sheet for students that leave the classroom for any purpose. Students must request permission to use the restroom during class. If permission is granted students should adhere to the following requirements and expectations:
- If granted by teacher student must sign out of class and sign back in upon return to class.

- Request to use the restroom during first 10 minutes of class is discouraged. Students are advised to use the restroom between periods, if possible. The start of the period is important for teaching and learning. At the beginning of the class routines are initiated and set the tone for the rest of the period.
- Request to use the restroom during last 10 minutes of class is discouraged. Students are advised to use the restroom between periods, if possible. At the end of class routines are implemented to ensure a smooth transition to the next period.
- If permission to use the restroom is granted students must leave the room quietly and return as soon as possible.
- Students are expected to only use the restroom and not go anywhere else.
- Upon leaving class, students should not stop to speak to other students in other classes or disrupt other classes.
- Students should not enter other classes nor go to the office during this time.
- Students should not use cell phones, musical devices, or other technology to the restroom, while in the restroom, or from the restroom to the classroom.

### **Staff Responsibilities for the Restroom Policy**

- Staff will teach the expectations and guidelines of the Sierra High School Restroom Policy.
- Staff will monitor the sign-out and sign-in system.
- Staff will implement this policy consistently.
- Staff will periodically visit restrooms between classes to monitor student behavior.

### **Student Consequences for Not Following Restroom Policy**

- Level 1 – Verbal Warning
- Level 2 – Meeting with Staff Member; Notice to Administrator, if warranted; and Parent Contact.
- Level 3 - Office referral; Parent Meeting; Behavior Contract; Possible In-school suspension or out of school suspension.

**(Revised November 2, 2016 by William T. Chavez); Reviewed by Staff on August 14, 2017**