

## **CVCS Bathroom Policy**

The CVCS rents space for its classrooms and administrative offices from the Merit School of Music. As a renter in the facility, CVCS does not own or control all persons who enter the building during the school day. In order to provide maximum safety and security for its students, particularly younger students, CVCS adopts the following policy and procedures governing student use of bathrooms during the school day.

### **Student Bathrooms**

During the school hours of 8:30-3:30 p.m. first floor bathrooms 116 (girls) and 117 (boys) and second floor bathrooms 218 (girls) and 216 (boys) will be used by CVCS students.

#### **Grades K-12 graders**

1. Teacher's expectation is that students come to the start of class having used the bathroom and are ready to participate in class until the designated break time. Teachers will verbally communicate this expectation to students prior to the start of class and clearly post break times in the classroom.
2. Teacher escorts whole class to bathroom at designated bathroom break time.
3. Students line up against the wall in a single file line. Teacher will monitor the hallway.
4. Teacher uses sign that states bathrooms are closed temporarily. The sign will clearly state the location of the other bathrooms in the building.
5. Teacher sweeps the girls' and boys' bathrooms to ensure they are empty. If not, teacher and students will wait outside until bathrooms are all clear.
6. Once clear, teacher will allow students to enter the bathroom. As students finish, they will return to the wall outside the bathroom in a single file line with the teacher.
7. Once all students are accounted for teacher will remove the cones and place them back into storage and escort students back to class.

\*Teachers will suggest to adults or other student approaching the bathroom being used by the class that the adult or other student may use one of the family bathrooms and/or the individual can read the "Bathrooms Temporarily Closed" sign and visit another bathroom location.

#### **Emergency Bathroom Break During Class Time**

Bathroom emergencies should be rare and the expectation is that students use the restroom before or after class or during bathroom break time. If a student has a legitimate emergency follow the guidelines below.

##### **K-2 Grade Students**

Teachers will use the walkie-talkie to call for an adult to escort child to the restroom.

##### **3-12<sup>th</sup> Grade Students**

Teacher will issue a bathroom pass and the student will have to sign-out/and back into class. Teacher should only dismiss ONE student to the bathroom at a time.

### **CVCS Staff and Parent Bathrooms**

CVCS teachers, staff, and parents, during the school hours of 8:30-3:30 p.m., can chose to use the family bathrooms located in 118 and 119 in the hallway next to the reception desk. If these bathrooms happen to be locked Merit's front desk attendant can unlock it. Signs will be posted in main lobby. There is also a bathroom located in Room 105 for staff. Bathrooms 116 (girls) and 117 (boys) and 218(girls) and 216(boys) can also be used when not in use by CVCS students.

### **Bathroom Sign Verbiage (English and Spanish)**

*Bathroom Temporary Closed.*

*Alternative bathroom locations:*

- *Family Restrooms (1<sup>st</sup> Floor)*
- *First Floor Restrooms*
- *Second Floor Restrooms*

*Sorry for any inconvenience.*

### **Sign Storage**

First floor sign will be stored behind Merit's front reception desk.

Second floor sign will be stored in the vestibule against the wall of the boys' bathroom.

\*\*\*CVCS leases the Merit building space. Merit teachers, staff, students, and families are respectful of CVCS procedures and policies although, they are not required to abide by them.