

## **Pre-K 3 - Kinder Grade Toileting Guidelines for Socorro Independent School District**

Health Services will institute the following Guidelines to be employed consequent to the start of the 2022-2023 school year for Pre-K-3 through kindergarten regarding toileting. The guidelines proposed have been written with medical emergencies, communicable diseases, loss of instructional time, and most recently, COVID-19 guidelines in mind, and how the handling of suspected cases will be managed in the clinic by Nursing staff.

### **Administration Staff:**

1. 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 are expected to be able to toilet themselves with minimal supervision, including proper wiping and handwashing.
2. The campus clinic should not 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, except in extenuating circumstances. 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.
  - a. When possible, campuses will need to designate an alternate restroom, other than the clinic’s restroom, for visitors, staff members, and well students.
3. Pre-K 3 through Kindergarten: Parents/guardians have been asked to provide an extra set of clothing, including at least one additional pair of shoes and socks. If deemed necessary, a designated clothing storage area should be established in a centralized location easily accessible to all teaching staff.
4. All staff members, including lead teachers and paraprofessionals, should assist students with learning how to use the restroom properly (this may include clothing on/off, wiping, and handwashing) and be prepared to assist with changing both wet and/or soiled clothing.
  - a. 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 Section 504 or Special Education 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.

**SPECIAL PROGRAMS:  
PREKINDERGARTEN**

**EHBG (EXHIBIT-1)  
(REGULATION)**

- b. In the instance of a urinary accident, the student can most likely change in the designated restroom with verbal instruction and minimal assistance. Two staff members are to be present while the student is being cleaned and changed.
  - c. If necessary, the parent/guardian can be contacted for assistance with changing for a more thorough cleaning after one soiling or two urinary accident(s) in one day.
5. If no clothing is available for the student that requires changing, the campus staff should make efforts to request clothes be brought to the school for their child.
  6. Failure on the part of the parent/guardian to follow guidelines, requests, or recommendations may result in a face-to-face conference with a campus administrator.

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**Parents/Legal Guardians:**

1. All medically and developmentally able students are expected to handle their own toileting (knowing when they 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.
  - a. 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.
  - b. 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.
  - c. 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.
  - d. We request that students do not attend class wearing diapers or pull-ups unless there is a documented medical condition making the use of these products necessary. Please notify staff of this condition so appropriate accommodation 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.
2. In case of a toileting accident the teacher or aide may need to support the student 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.

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3. Pre-K 3 through Kinder: Provide a set of clothing; include 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.
  
4. Failure on the part of the parent/guardian to follow guidelines, requests, or recommendations may result in a face-to-face conference with a campus administrator.

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**Please sign below and return to the classroom teacher.**

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 2022-2023 school year. I also agree to keep my contact information with the campus current both in Tyler and in the format requested by instructional staff.

I give staff members involved in my child's instruction and care to support him/her in using the restroom.

I do not give staff members involved in my child's instruction and care to support him/her in using the restroom.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Printed Name (parent or legal guardian)

\_\_\_\_\_  
Signature (parent or legal guardian)

\_\_\_\_\_  
Date