



Bathroom Access Procedure

Purpose

To ensure efficient, equitable, and supervised student access to bathroom facilities while minimizing class time disruptions and limiting loitering.

General Expectations

- Students must have their **student agenda** with them at all times during class.
- Bathrooms will remain **locked during class periods**.
- **Supervised access** will be provided during class (unlocking) and flow will be managed during breaks and lunch.

During Class Time

1. Student Request

- a. A student who needs to use the bathroom must request permission from the teacher.
- b. The student must present their agenda to be initialed.

2. Teacher Authorization

- a. If permission is granted, the teacher must initial the date and class period in the student's agenda.
- b. Only one student may leave at a time from a class unless it is judged an emergency by the adult in charge.

3. Supervised Access

- a. The student waits for a supervisor and then proceeds to the designated bathroom area.
- b. The school supervisor will unlock the bathroom, allow access, and lock it again after the student is done.
- c. Once finished, the student will be returned directly to class.





During Breaks and Lunch

1. **Bathroom Availability**

- a. Bathrooms will be **open and accessible** during scheduled breaks and lunch.

2. **Adult Supervision**

- a. A staff member will be stationed at each open bathroom to:
 - i. Monitor the number of students (based on posted maximum capacity).
 - ii. Ensure efficient entry and exit to prevent loitering.

3. **Student Conduct**

- a. Students are expected to use the bathroom promptly and not linger in or around the bathroom areas.
- b. Failure to follow expectations will result in disciplinary action.

Enforcement and Accountability

- Repeated or extended bathroom use during class may be flagged for follow-up by administration.
- Lost or altered agendas will result in the student needing to purchase a replacement agenda before bathroom access is allowed.

Notes

- Students with medical needs requiring frequent bathroom access should notify the nurse or administration to receive appropriate accommodation.
- Emergency situations will be handled at staff discretion.

The St. Patrick's High School administration team.

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