

TOILETING AND SELF-CARE PROTOCOLS

Each school in the district must develop procedures to promote a safe and healthy environment to support toileting and self-care. Each school in the district must establish a plan with protocols that outline clear, age-appropriate routines to support student privacy, hygiene, and supervision. Each school's plan must:

1. Identify staff roles and responsibilities regarding toileting and self-care protocol within the school;
2. Respect the privacy of each student during toileting, in accordance with age and developmental needs, while maintaining appropriate supervision;
3. Ensure that staff provide direct and/or indirect supervision per student needs; and
4. Be made available to parents and persons in parental relation upon request.

Annual Training

The district will provide annual training on health and safety procedures to all relevant school personnel. The training will address the following:

1. Maintenance of the toileting areas to ensure they are safe, sanitary, and hygienic for all students;
2. Blood borne pathogens and the use of standard precautions when dealing with blood and bodily fluids in accordance with the school's Bloodborne Pathogens exposure control plan and training as required by federal regulations (29 CFR §1910.1030); and
3. How to assist students with toilet learning and personal care needs in a respectful, culturally responsive, and developmentally appropriate way.

Toileting Facilities and Supplies

Restroom will be consistently maintained and cleaned, operational, safe, and appropriately equipped. Specifically:

1. Every student with documented needs would have access to bathrooms with a sink with soap, paper towels or hand dryer, and running water. The toileting and diaper changing areas or sinks will not be used for food preparation; and
2. Toileting areas will have a lined, covered container or a plastic bag designated for soiled items.

Toileting facilities and changing areas will provide students with privacy in a separate area that is developmentally appropriate and accessible for all students, including students with disabilities. Toilet seats and changing tables will be appropriate to age and size of students. There will also be appropriate equipment for toileting as needed for students with disabilities, including any equipment that may be required by their individualized education program (IEP) or section 504 Plan.

Student and Family Support

The district and its schools will not suspend, disenroll, or exclude a student from enrollment or participation in school or school programs based on their toileting status. The district and its schools will manage toileting incidents with sensitivity and without punishment, exclusion, or shaming. The district will provide all supports, services, and specialized equipment to preschool and school-age students with disabilities who require assistance with toileting in accordance with their IEP or Section 504 Plan.

School personnel will adhere to developmentally appropriate toileting policies and supports for students who require toileting support. Toilet learning will be adjusted based on individual needs. The district and its schools will work in partnership with families to support individualized toilet learning by making arrangements with families to provide an adequate supply of diapers and/or pull-ups and suitable extra clothing, so that students who soil their clothing may be changed. All clothing will be returned to parents for washing or otherwise disposed of properly.

Ref:

29 CFR §1910.1030

Education Law §305(62)

8 NYCRR §136.10

“Prekindergarten & Kindergarten Guidance for Supporting Toilet Learning,” NYSED Office of Early Learning,
<https://www.nysed.gov/sites/default/files/early-learning/memo/2023-2024-toileting-memo-oel-sss.pdf> (9/29/2023)

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