



ADMINISTRATIVE PROCEDURE

EMPLOYEE AND ADULT USE OR ENTRANCE OF STUDENT RESTROOMS

4221

Procedure No.

August 8, 2017

Date

I. **PURPOSE:** To establish procedures regarding employee and adult use of or entrance into student restrooms.

II. **BACKGROUND**

Following the comprehensive recommendations from the Student Safety Task Force, the Board of Education and Chief Executive Officer has committed to updating policies, procedures, training and protocols to enhance student safety in the school system. This procedure implements another of the Task Force’s recommendations by clarifying the prohibition against employee use of student restrooms on PGCPS property.

III. **PROCEDURES:**

A. Employees and other adults are prohibited from entering or using student restrooms on PGCPS property during the school day, subject to the exceptions below. For purposes of this procedure, “employees” include independent contractors visiting or working on PGCPS property, as well as temporary and substitute employees.

B. School principals or building supervisors shall ensure that all student and adult restrooms in the building are clearly marked with signs that indicate whether the restroom is designated for student or adult use only.

C. **Exceptions for Employees:**

1. Employees may enter student restrooms in the event of an emergency or other situation that requires prompt intervention in order to respond to or prevent a health or safety hazard. Employees are strongly encouraged to have at least one other employee present in such circumstances, whenever possible.
2. School system security staff or school administrators may enter student restrooms during the course of a random safety and security sweep. These sweeps may be conducted in order to foster a safe environment for students and staff, while addressing and discouraging inappropriate conduct from occurring in areas not routinely covered through video surveillance or visible to staff.

To conduct a safety and security sweep, at least two staff members will be present who are of the same gender as the persons using the bathroom. An announcement shall be made before entering the



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bathroom for the sweep (a) stating the purpose of the staff members' entrance, and (b) affording persons in the bathroom the opportunity to fully dress.

These preventive measures shall be directed jointly by the Administrative and Security Staff and tracked for frequency, location and results.

3. Employees who wish to request a special accommodation under the Americans with Disabilities Act (ADA) may contact the Equal Employment Opportunity advisor for additional assistance.

IV. **RELATED POLICIES AND PROCEDURES:**

Board Policy 0126 – Student Safety

Administrative Procedure 2815 - Restroom Repairs and Daily Inspections During School Hours;

Administrative Procedure 4216.6 – Volunteer Services;

Administrative Procedure 4218 – Dating and Sexual Relationships Among Students and Employees, Independent Contractors and Volunteers;

Administrative Procedure 4219 – Inappropriate Interactions Among Students and Employees, Independent Contractors and Volunteers

- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure is maintained by the Office of General Counsel and will be updated as needed.

- VI. **CANCELLATIONS AND SUPERSEDES:** None. This is a new procedure.

- VII. **EFFECTIVE DATE:** August 8, 2017

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11