



Cumberland County High School

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Cumberland County High School Restroom Procedures

To help maintain student safety and supervision, as well as maximize instructional time, the following procedures will be followed by all faculty and staff pertaining to students going to the restroom during class/ instructional time:

- Teachers will have a restroom log sign-out/ sign-in sheet that students going to the restroom during class/ instructional time will fill out.
- Teachers will have one restroom pass designated to their wing by color and classroom by room number.
- Teachers must give the student permission to sign out to go to the restroom.
- Students must sign the restroom log indicating the time they are leaving the classroom and have the teacher initial it.
- The student will leave their cell phone in the designated area defined by the teacher to be picked up upon the students return to class.
- Students must take the restroom pass before leaving the classroom.
- Students must go to the restroom designated for their hall pass (any student found out-of-area is subject to office referral).
- Students must return immediately to their classroom to sign-in with the correct time of return on the restroom log for the teacher to initial.
- Students must return the restroom pass to the designated area.
- Classroom teachers will be responsible for reminding a substitute teacher of these procedures in the event of a teacher absence.

Students must utilize the restroom pass sparingly and continue to utilize their time between classes for restroom breaks. Failure to follow these procedures might result in a student referral to administration.