



## **Student Facility Use Procedures for Administrators**

*The guidelines for responding to requests for accommodations shall include the following (which are included in the Frisco ISD Student Handbook):*

1. An appropriate administrator shall contact the student's parent or guardian and schedule a conference to discuss the request and identify an appropriate accommodation.
2. For students requesting an accommodation, staff shall recommend students use a single-occupancy bathroom for their own comfort and safety, as well as for the comfort of all students.
3. If the student declines the use of a single-occupancy bathroom, the student, the student's parent or guardian, and the appropriate campus administrators shall develop an individualized plan to ensure the student has adequate access to a bathroom throughout the day.
4. The individualized plan shall designate the particular bathroom or bathrooms to be used by the student and the student shall not use a bathroom other than the bathrooms designated in the plan unless the plan is amended as the result of a conference between the appropriate administrator, the student, and the student's parent or guardian.

*Additional steps for administrators (not included in the Frisco ISD Student Handbook):*

5. After the conclusion of the conference in which the individualized plan has been finalized, send an email to the student's parent or guardian documenting the plan.
6. Have your data clerk create a pop-up in eSchool with a summary of the plan.