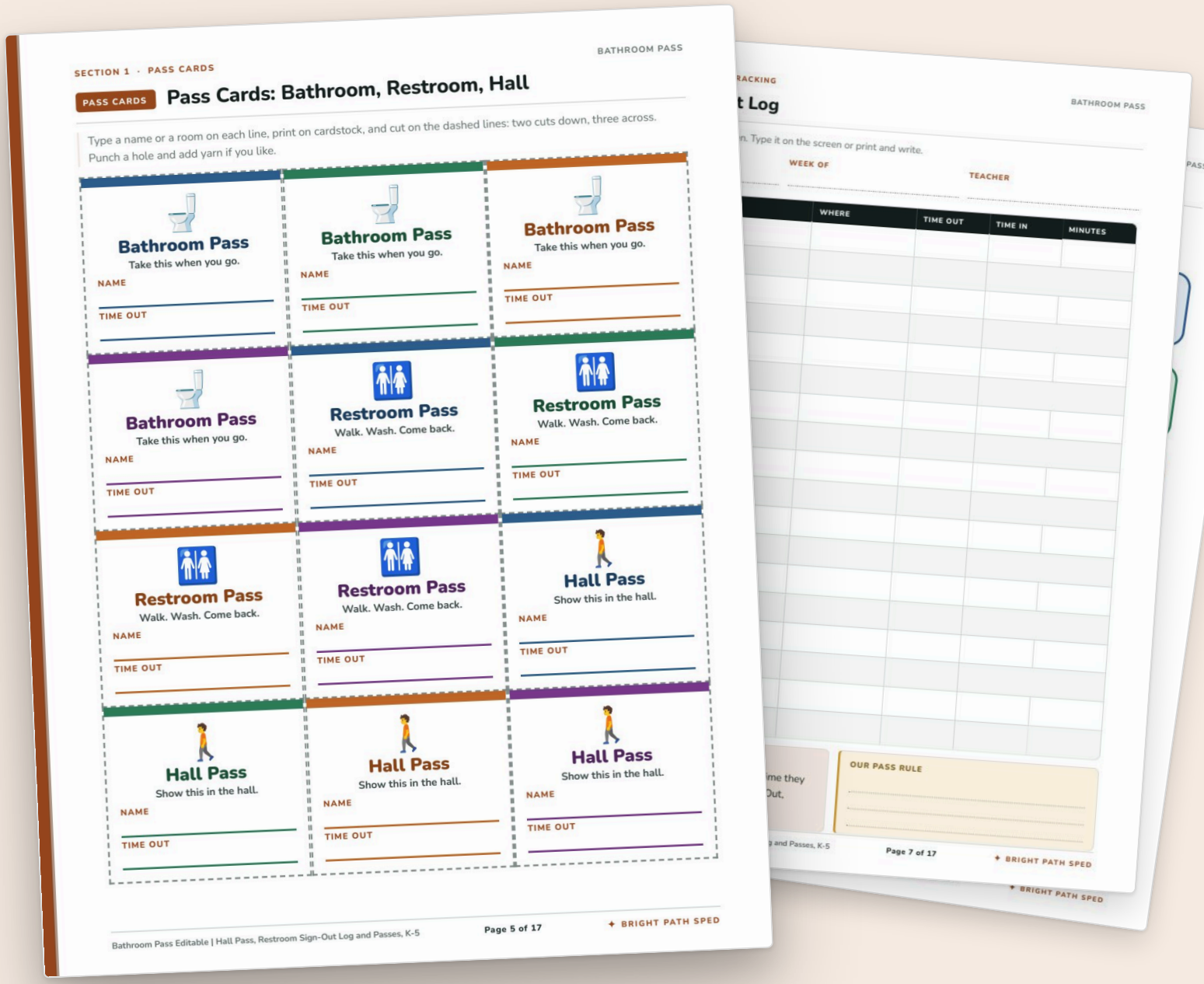
CLASSROOM ROUTINES · GRADES K–5

EDITABLE

Bathroom Pass



17 PAGES | 24 PASS CARDS | SIGN-OUT LOG | FILLABLE PDF

✦ BRIGHT PATH SPED

CONTENTS

What Is Inside, and Where

17 pages: 24 pass cards, a sign-out log, a day sheet, a class tracker, pages for children, a note home and a binder set.

Before you begin

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Start Here — Three Steps
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01 Pass Cards

PAGES 5–6



Pass Cards: Bathroom, Restroom, Hall
PASS CARDS
5



Pass Cards: Water, Nurse, Office, Library
PASS CARDS
6

02 Logs and Tracking

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Sign-Out Log
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Day Sheet: Who Is Out Right Now
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Class Tracker and Roll-Up
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9

03 Kid Pages and Signs

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How We Use the Pass
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04 Family, Words and Binder

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Note Home — Our Pass Routine
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Pass Words: Phrase Bank
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A Week of Passes, Filled In
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Binder Cover and Tabs
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WHICH PAGE, WHEN

Making passes: pages 5–6. Signing out: page 7 (week) or page 8 (one day). Counting trips: page 9. Teaching children the routine: pages 10 and 11. Door sign: page 12. Telling families: page 13.

PRINTING AND CUTTING

Pass cards print best on cardstock at 100 percent. Cut the dashed lines with a paper cutter or scissors. The kid pages and the door sign print on regular paper. The binder tabs on page 16 are cut the same way.

☆ START HERE Start Here — Three Steps

Two minutes of reading. Type the names once, print, and your class has passes.

1

Make the passes

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

24 pass cards are on pages 5–6. Type a name or room on a card's line, or leave it blank. Print on cardstock and cut on the dashed lines.

2

Sign out

Page 7 is a week log. Page 8 is one day, good for a sub.

Save As with the week's date; the original stays blank.

3

Teach it, count it

Read page 10 with the class and let each child fill in page 11. Count trips on page 9.

Hang the sign (page 12) and send the note home (page 13).

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

It is not a Google Sheets file, a Google Doc, or an Excel workbook, and it does not add up the tracker for you. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE FOLLOWS

How many passes a child may have, when, and who may go is your classroom's and your school's rule. These pages do not decide it. Your rule gets a blank line on page 7.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.

My printer cuts off the border. Print at 100 percent, not "fit to page."

Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

KEEP NAMES PRIVATE

The sign-out log and tracker stay with you. If a log hangs where visitors can see it, use first names your families are happy to see in public.

BEFORE THE FIRST DAY

Type the class name on page 7 and Save As once, so every week starts from your own copy. Print one set of pass cards (pages 5–6), tape the sign (page 12) by the door, and read the five steps on page 10 with the class before anyone uses a pass.

PASS CARDS

Pass Cards: Bathroom, Restroom, Hall

Type a name or a room on each line, print on cardstock, and cut on the dashed lines: two cuts down, three across. Punch a hole and add yarn if you like.



Bathroom Pass

Take this when you go.

NAME

TIME OUT



Bathroom Pass

Take this when you go.

NAME

TIME OUT



Bathroom Pass

Take this when you go.

NAME

TIME OUT



Bathroom Pass

Take this when you go.

NAME

TIME OUT



Restroom Pass

Walk. Wash. Come back.

NAME

TIME OUT



Restroom Pass

Walk. Wash. Come back.

NAME

TIME OUT



Restroom Pass

Walk. Wash. Come back.

NAME

TIME OUT



Restroom Pass

Walk. Wash. Come back.

NAME

TIME OUT



Hall Pass

Show this in the hall.

NAME

TIME OUT



Hall Pass

Show this in the hall.

NAME

TIME OUT



Hall Pass

Show this in the hall.

NAME

TIME OUT



Hall Pass

Show this in the hall.

NAME

TIME OUT

LOG

Sign-Out Log

Who went where, and when. Type it on the screen or print and write.

CLASS _____ WEEK OF _____ TEACHER _____

#	DAY	NAME	WHERE	TIME OUT	TIME IN	MINUTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

HOW TO FILL A ROW

Write the time the child leaves and the time they are back. Minutes = Time In minus Time Out, written as a number.

OUR PASS RULE

_____

_____

_____

FOR KIDS

How We Use the Pass

Post it by the door. The rule at the bottom is yours to write.

Five steps. Every time.

1. 💬 **Ask quietly.**
2. 🎫 **Take the pass.**
3. 🚶 **Walk. Be quiet in the hall.**
4. 🚪 **Come right back.**
5. 🔑 **Put the pass back on the hook.**

Our class pass rule (teacher writes it)

TRACKER

Class Tracker and Roll-Up

> Write the number of trips in each day box. A count to look at, never a grade.

CLASS _____ WEEK OF _____ TEACHER _____ PASSES PER DAY (OUR RULE) _____

#	STUDENT	MON	TUE	WED	THU	FRI	TRIPS THIS WEEK
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

ROLL-UP: THE WHOLE CLASS

STUDENTS _____ TRIPS (ALL ROWS) _____ TRIPS ÷ STUDENTS _____

WHAT I NOTICE

_____

_____

EXAMPLE

A Week of Passes, Filled In

SAMPLE · INVENTED STUDENT

The students are invented, and so is every mark. Every total can be re-added from its own row.

CLASS TRACKER (PAGE 9), ONE WEEK, SIX INVENTED STUDENTS

STUDENT	MON	TUE	WED	THU	FRI	TRIPS THIS WEEK
Ben	1	0	1	1	0	3
Ana	0	1	0	0	1	2
Omar	1	1	1	0	1	4
Lily	0	0	1	0	0	1
Sam	1	0	0	1	1	3
Jada	0	1	0	1	0	2

STUDENTS	TRIPS (ALL ROWS)	TRIPS ÷ STUDENTS
6	**15**	**2.5**

Row totals: 3 + 2 + 4 + 1 + 3 + 2 = **15**. Days added across: 3 + 3 + 3 + 3 + 3 = **15**. Average: 15 ÷ 6 = **2.5** trips a student.

SIGN-OUT LOG (PAGE 7), THREE ROWS (INVENTED)

DAY	NAME	WHERE	TIME OUT	TIME IN	MINUTES
Mon	Ben	Bathroom	9:10	9:14	4
Tue	Ana	Water	10:02	10:05	3
Wed	Omar	Nurse	1:20	1:31	11

MY PASS PLAN (PAGE 11), JADA, GRADE 2 (INVENTED)

My name: **Jada** A good time for me to go: **after I finish my page**

Boxes colored: 3 of 4 (Jada left “I will walk in the hall” open). Break was: Easy.

YOUR TURN: ONE STUDENT, ONE WEEK

STUDENT	TRIPS	NOTES