

(School District or ISD)
STUDENT SUPERVISION AND WELFARE
(Policy/Guidelines - SAMPLE)

Professional staff members because of their proximity to students are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the professional staff member. It is the intent of the Board of Education to direct the preparation of guidelines that would minimize that possibility.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

A. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.

B. A professional staff member should not volunteer to assume responsibility for duties she/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

C. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.

D. Each professional staff member shall report immediately any accident or safety hazard she/he detects.

E. Each professional staff member shall immediately report knowledge of threats of violence by students to the principal.

F. A professional staff member shall not send students on any personal errands.

G. A professional staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons. However, dating, romantic and/or sexual relationships with students, regardless of their age and regardless of consent are absolutely prohibited, unless the staff member and student are legally married.

H. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

I. A professional staff member shall not transport students in a private vehicle without the approval of the Superintendent.

J. A student shall not be required to perform work or services that may be detrimental to his/her health.

Most information concerning a child in school, other than information regarding his/her school records, is confidential under Federal and State laws. Any staff member who shares confidential

information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

Liability of Staff for Student Welfare

Professional staff members are responsible for the safety of students on the grounds and within District facilities. In addition to requirements specified above, the following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for actions related to students:

- A. Each professional staff member:
 - 1. should not leave students unattended;
 - 2. should not leave an unqualified person in charge of students;
 - 3. should accompany any students wherever they are assigned and remain with them until supervision is assumed by another responsible person;
 - 4. should ensure students do not use non-district-owned and/or maintained equipment or other equipment which may be potentially dangerous or use facilities or equipment except for the intended purpose;
 - 5. should organize classroom materials and equipment so as to minimize danger of injury to students and to self.
- B. Each professional staff member is to enforce the following rules established for student activity in high risk areas:
 - 1. Students should not work in a shop, kitchen, or laboratory at other than the regular scheduled period, and then only under qualified supervision and in accordance with the prescribed safety procedures.
 - 2. Only students enrolled in shop classes or laboratory classes are to use power tools or other dangerous equipment.
- C. With the ever increasing demand for the use of gyms and other such facilities, it is imperative that the professional staff ensure the safety of District students.

1. If permission is granted for a student or group of students to use a facility, a professional staff member or authorized adult must be present in the facility throughout the time it is in use.
 2. Under no circumstances are students to be left in charge.
 3. If for any reason an area is unlocked for anyone, the professional staff member or authorized adult is responsible for ensuring the area is locked up after its use.
 4. Under no circumstances are custodians authorized to open a facility for unsupervised students to use.
- D. Each professional staff member or authorized adult must immediately report to the principal/director any accident or a safety hazard she/he detects and any accident one (1) or more of his/her students experience. (See Accident Report Form attached)

ACCIDENT REPORT

This report is to be filled out at once by the person responsible for the student at the time of any and all accidents during any school activity.

Building or Location: _____

Student's Name: _____ Grade: _____

Address: _____ Phone: _____

Parent/Guardian: _____

Activity: _____

Describe what happened:

Place: _____ Time: _____ Date: _____

Witnesses (if any): _____

Action taken (if any), if none say none:

Parent/Guardian notified: _____ YES _____ NO If yes, when: _____

If no, explain: _____

Signature of person completing report

Date