



Title: **Responsibility of Staff for Student Welfare**

Code: 440

Book: Policy Manual

Section: 400 Professional Employees

Purpose

The purpose of this policy is to establish guidelines whereby adequate consideration of student welfare is achieved.

Guidelines

The Superintendent shall prepare and promulgate guidelines to ensure the maintenance of the following standards:

- Each teacher must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities.
- A teacher should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.
- A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides.
- Each employee has the responsibility to immediately report to the principal an accident or a safety hazard s/he detects.
- A teacher may not send students on any personal errands.

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

Teachers and other professional employees are responsible for the safety of pupils in their charge within the building and on school property. Each teacher must be in the classroom or at any other assigned station at all times or must make sure that another teacher is temporarily in charge. The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:

- Never leave class with an unqualified person in charge;
- Accompany class wherever it is assigned and remain with it until supervision is assumed by another responsible person;
- Do not permit pupils to use equipment in the classroom which has not been approved for school use. (Some teachers or pupils bring personal equipment which may be dangerous);
- Do not permit use of machinery except for the instructional purpose it was provided;
- Do not permit students to work in a shop, kitchen, or laboratory at other than the regularly scheduled period, and then, only under qualified supervision and in accordance with the prescribed safety procedures;
- Report promptly unsafe equipment or conditions to immediate supervisor;
- Do not permit pupils not enrolled in shop classes or laboratory classes to use power tools or other dangerous equipment;

- Never permit equipment to be operated in an unsafe manner;
- Do not allow pupils whose recognized physical or mental condition makes them especially prone to accident to use dangerous equipment;
- Organize classroom materials and equipment so as to minimize danger of injury to pupils and to self;

In general, exercise good judgment when assigning tasks to children to prevent bodily harm and damage to property.

Ensure that proper safety gear is used wherever safety equipment is specified.

Adopted: **October 21, 1981**

Last Revised: **February 16, 1993**
