No. 4210
SECTION: PERSONNEL
TITLE: RESPONSIBILITY OF STAFF FOR STUDENT WELFARE

ADOPTED: 6/21/10
READOPTED: 1/29/14;11/15/16;6/17/25
REVISED:

OXFORD AREA SCHOOL DISTRICT

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

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

A. Each employee must maintain a standard of care and concern for supervision and protection of students commensurate with assigned duties and responsibility.

B. An employee should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.

C. A teacher must provide proper instruction in the safety matters appropriate for the curriculum.

D. Each employee has the responsibility to immediately report to the principal an accident or a safety hazard s/he detects. All safety issues will be reported by the principal to the Superintendent of Schools.

E. An employee may not send students on any personal errands.

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

Transportation of Students in Personal Vehicles

At various times, it may be necessary to transport students in an employee's personal vehicle. If in the judgment of the employee, it is advisable to transport students in his/her personal vehicle, the following should be noted:

1. The employee's best, most cautious judgment should be used when determining the advisability of transporting students in a personal vehicle.

2 The employee should attempt to obtain transportation for the students through their parent(s)/guardian(s) initially.

3. The employee should attempt to inform the parent(s)/guardian(s) that s/he will be transporting the student(s).

4. The employee must have auto liability insurance. The District has an "umbrella" auto liability policy which becomes effective only after the employee's insurance is utilized. The employee must abide by all laws pertaining to motorized vehicles.

5. The employee and all passengers must wear seat belts.

6. At no time should an employee transport a student on a motorcycle.

7. If the necessity to transport students in a personal vehicle is known in advance, permission to do so should be obtained from the Superintendent.

Employees are responsible for the safety of students 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 qualified person is temporarily in charge. The following guidelines are provided to minimize the occurrence of situation in which staff members may incur liability for their acts with relation to students:

1. Students should never be left unattended in the classroom.

2. Accompany class wherever it is assigned and remain with it until supervision is assumed by another responsible person.

3. Students should not be permitted to use equipment in the classroom which has not been approved for school use (some teachers or students bring personal equipment which may be dangerous).

4. Machinery should not be used except for the instructional purpose for which it was provided.

5. Students should not be permitted to work in a shop, kitchen, or laboratory at other than the regularly scheduled time unless under qualified supervision and in accordance with the prescribed safety procedures.

6. Report promptly any unsafe equipment or conditions to immediate supervisor.

7. Students not enrolled in shop classes or laboratory classes should not be permitted to use power tools or other equipment.

8. Equipment should never be permitted to be operated in an unsafe manner.

9. Organize classroom materials and equipment so as to minimize danger of injury to students and self.

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

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