

STUDENT WELL-BEING

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the staff member.

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

- A. Each support staff member shall report immediately to the principal any accident or safety hazard he/she detects.
- B. A support staff member should not volunteer to assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- C. A support staff member shall not associate with students, particularly those of the opposite sex, 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 support staff member from associating with students in private for legitimate or proper reasons.
- D. A support staff member shall not transport students in a private vehicle without the approval of the principal.
- E. A student shall not be required to perform work or services that may be detrimental to his/her health.
- F. A support staff member shall not send students on any personal errands.
- G. If a student comes to a support staff member to seek advise 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 Corporation or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate personnel. Under no circumstances should a

staff member attempt, unless properly licensed and authorized to do so, to counsel, access, diagnose, or treat the student's problem or behavior.

Pursuant to the laws of the State, each professional staff member must report to the proper legal authorities **immediately** and to the principal any sign of suspected child abuse or neglect and also any distribution of drugs.

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