

**STUDENT SUPERVISION AND WELFARE**

Professional staff members, because of their proximity to students, are frequently confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the professional staff member and potential harm to the student. It is the intent of the School Board 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 he/she 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 immediately report to the principal an accident or a safety hazard he/she detects.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associated 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 professional staff member from associating with students in private for legitimate or proper reasons.

- G. If a student comes to a 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.

Parents are to be notified, unless the student requests otherwise.

- H. A professional staff member must not transport students in a personal vehicle without the approval of the principal.

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

- J. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or cocurricular/ extracurricular events or activities with prior approval of the principal

- I. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production.

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.

Legal References:

IC 31-33-5 IC 31-6-11 (incorrect citation)