

Book	Policy Manual
Section	For Board Review - Vol. 27, No.2
Title	Copy of STUDENT SUPERVISION AND WELFARE
Number	po1213 - 3
Status	
Adopted	August 20, 2018

1213 - STUDENT SUPERVISION AND WELFARE

Administrators ~~Administrative 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 administrator ~~administrative staff member~~. It is the intent of the Board of Education to direct the preparation of guidelines that would minimize that possibility.

An administrator, ~~administrative staff member, or a person who works or volunteers with children~~, who is found to have had sexual contact with a student, including a student age sixteen (16) or older, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

It is the responsibility of the Superintendent to ensure the following standards:

- A. Each administrator ~~administrative staff member~~ shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. An administrator ~~administrative staff member~~ should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- C. ~~An administrative staff member shall provide proper instruction in the safety matters presented in assigned course guides.~~
- D. Each administrator ~~administrative staff member~~ shall inform the Building Principal of any accident or detected safety hazards.
- E. Each administrator ~~administrative staff member~~ shall inform the Building Principal of any knowledge of threats of violence by students.
- F. An administrator ~~administrative staff member~~ shall not send students on any personal errands.
- G. An administrator ~~administrative 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 an administrator ~~administrative staff member~~ from associating with students in private for legitimate or proper reasons.

- H. If a student comes to an administrator ~~administrative 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 administrator ~~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 an administrator ~~staff member~~ attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.
- I. An administrator ~~administrative staff member~~, other than the Superintendent, shall not transport students in a private vehicle without the approval of the Building Principal.
- J. A student shall not be required to perform work or services that may be detrimental to his/her health.

K. Administrators ~~Administrative staff members~~ shall not engage students in social media and online networking media.

L. Administrators ~~Administrative staff members~~ are expressly prohibited from posting any video or comment pertaining to any student on personal social networking media or similar forums.

Most information concerning a child in school is a confidential student record under Federal and State laws. Any administrator ~~administrative 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 (see Policy 8330).

Pursuant to the laws of the State and Board Policy 8462, each administrator ~~administrative staff member~~ shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

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Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Jennifer Hagemann on December 10, 2018