

STUDENT SUPERVISION AND WELFARE

Each professional staff member **Administrators** shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional, and ethical duty of care for students.

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

- ~~A. A professional staff member shall immediately report to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.~~
- ~~B. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.~~
- A. Each professional staff member **administrator** shall immediately report to a building administrator **the Superintendent** knowledge of threats of violence by students.
- B. A professional staff member **An administrator** shall not send students on any personal errands.
- C. ~~A~~ **n** professional staff member **administrator** shall not associate inappropriately with students at any time in a manner which may give the appearance of impropriety, including, but not limited to personal, non-school related electronic communication, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve harmful substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any ~~staff member~~ **administrator** will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.

- D. If a student approaches a ~~professional staff member~~ **an administrator** to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, etc., the ~~professional staff member~~ **administrator** may attempt to assist the student by facilitating contact with certified or licensed individuals in the District who specialize in the assessment, diagnosis, and treatment of the student's stated problem. Under no circumstances should a ~~staff member~~ **an administrator** attempt to counsel, assess, diagnose, or treat the student's problem or behavior, unless properly licensed and authorized to do so, nor should any such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- E. ~~A professional staff member shall not transport students in a private vehicle without the approval of the Superintendent.~~ **An administrator shall notify the Superintendent when it is necessary to transport students in the administrator's private vehicle.**
- F. A student shall not be required to perform work or services that may be detrimental to his/her health.
- G. For non-school related purposes, ~~professional staff members~~ **administrators** shall not interact with students via texting, personal email, instant messaging, blogging, social media and online networking media such as Facebook, Twitter, or any non-district authorized sites.
- H. For non-school related purposes, ~~professional staff members~~ **an administrator** ~~are~~ **is** expressly prohibited from posting any photo, video or comment pertaining to any student on social network sites or similar forums, such as YouTube, or any non-district authorized sites.

NOTE: ~~Staff members~~ **Administrators** should refer to Board Policies 5510, 7530.01, 7540, 7540.01 through 7540.04, 7543, and all associated administrative guidelines when using electronic resources, including but not limited to those referenced in section G and H above, for school related purposes.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any ~~professional staff member~~ **administrator** who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

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

Adopted 7/18/2011  
To Cabinet 11/5/2013 – Revised by Collins  
To Policy Committee 11/25/2013