

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 500: PERSONNEL

Section 501: General

501.25 Student Supervision and Welfare

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Staff members are responsible for the safety of students on the grounds and within Cooperative/ Corporation facilities. The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for actions related to students:

- A. Each staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. Each staff member shall immediately report to a building administrator any knowledge of threats of violence by students.
- C. No staff member should leave students unattended.
- D. Under no circumstances are students to be left in charge.
- E. No staff member should leave an unqualified person in in charge of students.
- F. Each staff member should accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person.
- G. A staff member shall not send students on any personal errands.
- H. Each staff member should organize classroom materials and equipment so as to minimize danger of injury to students, self or others.
- I. A staff member shall not associate inappropriately with students at any time in a manner which may give 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 drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- J. A staff member shall not transport students in a private vehicle.
- K. A student shall not be required to perform work or services that may be detrimental to his/her health.
- L. If a student approaches a 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, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Cooperative who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- M. Staff members are to establish and enforce rules for students in high risk areas, such as the kitchen.