LIABILITY OF STAFF FOR STUDENT WELFARE

Professional staff members are responsible for the safety of students on the grounds and within District facilities. In addition to requirements specified in Policy 4213, 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 professional staff member:

    1.   should not leave students unattended;

    2.   should not leave an unqualified person in charge of students;

    3.   should accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person;

    4.   should ensure students do not use nondistrict-owned and/or maintained equipment or other equipment which may be potentially dangerous or use facilities or equipment except for the intended purpose;

    5.   should organize classroom materials and equipment so as to minimize danger of injury to students and to self.

B.   Each professional staff member is to enforce the following rules established for student activity in high risk areas:

    1.   Students should not work in a shop, kitchen, or laboratory at other than the regularly scheduled period, and then only under qualified supervision and in accordance with the prescribed safety procedures.

    2.   Only students enrolled in shop classes or laboratory classes are to use power tools or other dangerous equipment.

C.   With the ever-increasing demand for the use of gyms and other such facilities, it is imperative that the professional staff ensure the safety of District students.

1. If permission is granted for a student or group of students to use a facility, a professional staff member must be present in the facility throughout the time it is in use.

2. Under no circumstances are students to be left in charge.

3. If for any reason an area is unlocked for anyone, the professional staff member is responsible for ensuring the area is locked up after its use.

4. Under no circumstances are custodians authorized to open a facility for unsupervised students to use.

D. Each professional staff member must immediately report to the principal any accident or a safety hazard s/he detects and any accident one (1) or more of his/her student's experience.

E. In order to protect students from physical and emotional harm, each professional staff member must maintain a professional relationship with students at all times. Each professional staff member:

1. should not meet on an individual basis with individual students outside of school, except to tutor a student;

2. should not make telephone calls of a personal nature to students and should not receive telephone calls of a personal nature from students;

3. should not flirt with, engage in sexual banter with, or tell inappropriate jokes to students;

4. should minimize comments about a student's appearance, body, or clothing;

5. should minimize physical contact with students;

6. should not provide gifts to individual students;

7.　should not share personal information about one's marital status, dating relationships, sexual orientation, or other personal matters, even if asked by a student;

8.　should not discuss a student's romantic interests, dating relationships, sexual orientation, or other personal matters, even if offered by a student;

9.　should not, for non-school related purposes, 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;

10.　should not, for non-school related purposes, post 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.