

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: RESPONSIBILITY OF STAFF
FOR STUDENT WELFARE

ADOPTED: April 18, 2002

REVISED:

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">340. RESPONSIBILITY OF STAFF FOR STUDENT WELFARE</p> <p>The purpose of this policy is to establish guidelines whereby adequate consideration of student welfare is achieved.</p> <p>The Administrative Director shall prepare and promulgate administrative guidelines to ensure the maintenance of standards to protect student welfare.</p> <p>Each administrative employee must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities.</p> <p>An administrative employee should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.</p> <p>Administrative employees must provide proper instruction in safety matters as such is germane to his/her area of supervision and administration.</p> <p>Each employee has the responsibility to immediately report to his/her supervisor an accident or a safety hazard s/he detects.</p> <p>An administrator may not send students on any personal errands.</p> <p>An administrator may not transport students in a personal vehicle except where specifically permitted by the Joint Operating Committee.</p> <p>A student shall not be required to perform work or services that may be detrimental to his/her health.</p> <p>Administrators, supervisors and other employees are responsible for the safety of students in their charge within the building and center property. Each member of the supervisory and/or administrative staff must be at his/her assigned station at all times unless other assigned duties require such individual to be elsewhere. The following</p>
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guidelines are provided to minimize the occurrence of situations in which supervisory and/or administrative staff may incur liability for their acts with relation to students:

1. Never leave an assigned responsibility without proper approval.
2. Do not permit students to violate school regulations or rules.
3. Report promptly unsafe conditions, equipment, etc., to the immediate supervisor in writing.
4. Do not "overlook" actions of other employees that create dangerous, hazardous or improper actions or actions that are in violation with center policy.
5. In general, exercise good judgment when dealing with students with problems.

The concept of student welfare exceeds the boundaries of physical considerations. It also embraces the mental and moral welfare of the student. Providing for the mental and moral welfare of the student, to a large degree, is dependent upon the example set by the supervisor or administrator as well as others who are in direct contact with the students. Therefore, the use of profane language is prohibited when dealing with students and when such may be heard by students. In addition, a professional environment must be created at all times when dealing with students.