

# SUN AREA TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: RESPONSIBILITY FOR  
STUDENT WELFARE

ADOPTED: May 16, 2002

REVISED:

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p> <p>Pol. 106</p>	<p style="text-align: center;">440. RESPONSIBILITY FOR STUDENT WELFARE</p> <p>This policy establishes guidelines whereby adequate consideration of student welfare is achieved.</p> <p>The Administrative Director or designee shall prepare and promulgate guidelines to ensure the maintenance of standards to protect student welfare.</p> <p>Teachers and other professional employees are responsible for the safety of students in their charge within the building and on school property. Each employee shall be in the classroom or at an assigned station or ensure that another teacher is temporarily in charge.</p> <p>Each staff member shall be accountable for supervision, control and protection of students commensurate with assigned duties and responsibilities.</p> <p>A staff member should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.</p> <p>A teacher must provide proper instruction in the safety matters presented in assigned guides for planned instruction.</p> <p>Each staff member has the responsibility to report immediately to the principal/supervisor an accident or a safety hazard.</p> <p>A staff member may not send students on any personal errands.</p> <p>A staff member may not transport students in a personal vehicle, except where specifically permitted.</p> <p>A student shall not be required to perform work or services that may be detrimental to the student's health.</p>
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The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:

1. Never leave class unattended while students are in the room.
2. Accompany class wherever it is assigned and remain with it until supervision is assumed by another responsible person.
3. Do not permit students to use equipment in the classroom which has not been approved for center use.
4. Do not permit use of machinery except for the instructional purpose it was provided.
5. Do not permit students to 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.
6. Report promptly unsafe equipment or conditions to the immediate supervisor/ principal in writing.
7. Do not permit students not enrolled in shop classes or laboratory classes to use power tools or other dangerous equipment unless special arrangements for exchange students has been approved.
8. Never permit equipment to be operated in an unsafe manner.
9. Do not allow students whose recognized physical or mental condition makes them especially prone to accident to use dangerous equipment, except where provided in law.
10. Organize classroom materials and equipment so as to minimize danger of injury to students and to self.
11. In general, exercise good judgment when assigning tasks to students to prevent bodily harm and damage to property.
12. Ensure that proper safety gear is used wherever safety equipment is specified.