



Book	Evansville Policy Manual
Section	Section 3000 Personnel
Title	STUDENT SUPERVISION AND WELFARE
Code	3213
Status	Active

Each staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.

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

- A. A staff member shall immediately report to a building administrator any accident, safety hazard, or other potentially harmful condition or situation detected.
- B. Each staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- C. A staff member shall not send students on any personal errands.
- D. 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.
- E. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- F. 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 relationship, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Corporation who specialize in the assessment, diagnosis, and treatment of the student's stated problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate authorities. 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 any such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law. Parents are to be notified.
- G. A staff member shall not transport students in a private vehicle without the approval of the principal.
- H. A student shall not be required to perform work or services that may be detrimental to the student's health.

Since most information concerning a child in school, other than directory information described in Policy 6330, is confidential under Federal and State laws, any staff member 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, alleged child abuse, and any other record information.

Pursuant to the laws of the State and Board Policy 6462, each staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

