

Book	Policy Manual
Section	4000 Classified Staff
Title	STUDENT SUPERVISION AND WELFARE
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4213 - **STUDENT SUPERVISION AND WELFARE**

Classified staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. Each classified 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 classified staff member shall immediately report to a building administrator any knowledge of threats of violence by students.
- C. A classified staff member shall not send students on any personal errands.
- D. A classified staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- E. If a student approaches a classified 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 classified staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a classified 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 classified staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- F. A classified staff member shall not transport students in a private vehicle without the approval of a building administrator.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.
- H. Classified staff members shall not engage students in electronic communication via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., at any time unless such communication has been specifically authorized by the student's principal.
- I. Classified staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc.

Pursuant to the laws of the State and Board Policy 8462, each classified staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

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