

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: RESPONSIBILITY OF STAFF
FOR STUDENT WELFARE

ADOPTED: December 16, 2004

REVISED: August 17, 2006

REVIEWED: August 20, 2026

	440. RESPONSIBILITY OF STAFF FOR STUDENT WELFARE
1. Purpose	Purpose The Joint Operating Committee establishes school policy to delineate responsibility of professional employees for student welfare.
2. Delegation of Responsibility	Delegation of Responsibility The Administrative Director shall prepare and promulgate guidelines to ensure the maintenance of the following standards by professional employees: 1. Maintain a high level of supervision, control and protection of students commensurate with assigned duties and responsibilities. 2. Provide proper instruction in the safety procedures inherent in assigned curriculum. 3. Immediately report to the building principal an accident or a safety hazard. 4. Refrain from engaging students in personal errands or tasks. 5. Refrain from having students perform work or services that may be detrimental to their health. Professional employees are responsible for the safety of students in their charge within the building and on school property. Every professional employee shall be in the classroom, career and technical program area, or other assigned station at all times or must make sure that another adult/staff individual is temporarily in charge.
3. Guidelines	Guidelines 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 a class of students unattended. 2. Accompany assigned students wherever assigned. Remain until supervision is assumed by another responsible person.

440. RESPONSIBILITY OF STAFF FOR STUDENT WELFARE - Pg. 2

	3. Do not permit students to use equipment on which they have not been instructed or which has not been approved for school use. 4. Ensure that students work only at regularly scheduled time, under qualified supervision, and in accordance with prescribed safety procedures. 5. Report promptly unsafe equipment or conditions to the building principal. 6. Never permit equipment to be operated in an unsafe manner. 7. Organize classroom materials and equipment so as to minimize danger of injury. 8. Ensure that proper safety gear is used wherever it is specified. In general, exercise good judgment when assigning tasks to students to prevent bodily harm and damage to property.
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