

Book Policy Manual  
Section 300 Employees  
Title Responsibility for Student Welfare  
Code 340  
Status Active  
Legal 1. 24 P.S. 510  
Adopted February 24, 2020  
Last Revised October 12, 2020

### **Authority**

The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and classified employees.[\[1\]](#)

District employees are responsible for the safety of students in their charge within school buildings and on district property.

Each employee shall maintain a standard of care and concern for supervision, control and protection of students, commensurate with assigned duties and responsibilities.

Each teacher must be in the classroom or assigned station, or ensure another staff member is present, when students are in the room or at the assigned station.

An employee should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Teachers shall provide proper instruction in and enforcement of safety rules and procedures included in the Board-approved health and safety plan and presented in assigned curriculum guides.

Each employee has the responsibility to report immediately to the principal an accident, safety hazard, unsafe condition, or dangerous situation.

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically permitted by the Superintendent or designee. The Superintendent may develop guidelines or administrative regulations regarding transportation of students in personal vehicles.

Employees shall not require a student to perform work or services that may be detrimental to the student's health.

**Delegation of Responsibility**

Building principals shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

Building principals shall annually develop and implement a plan of supervision for the following:

1. Student arrivals and departures, including buses.
2. Halls, restrooms and playgrounds.
3. Cafeteria.
4. Before and after school.
5. Field trips.
6. School activities.

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