STUDENT SUPERVISION AND SAFETY

A. It is the responsibility of each supervisor in an educational program to prepare regulations to ensure the maintenance of the following standards:

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

2. A professional staff member shall provide proper instruction in safety matters presented in assigned curriculum guides;

3. Each professional staff member shall immediately report to the programs administrator an accident or a safety hazard he/she detects;

4. A professional staff member shall not send students on any personal errands;

5. A professional staff member shall not associate with a student at any time in a manner which gives 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 prohibited substances such as tobacco, alcohol, or drugs;

   a. This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate and proper reasons.

6. If a student comes to 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 relationships, the staff member may help the student make contact with certified or licensed individuals in the district or community who specialize in the assessment, diagnosis, and treatment of the student's problem. 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;
7. Only program administrators and others designated by the superintendent shall transport students in a personal vehicle. A minimum of two staff members are to be in the vehicle when transporting students; and

8. A student shall not be required to perform work or services that may be detrimental to his/her health or safety. It is the responsibility of instructors and work placement staff to assure that off-site work places where students are assigned as a part of the instructional program meet state and federal standards regarding employee safety and health and child labor laws and have appropriate workers' compensation and liability insurances, where applicable.

B. Pursuant to the laws of the state, each professional staff member must report to the proper legal authorities, immediately, any sign of suspected child abuse or substance abuse.

C. To ensure the safety of students, the staff will direct particular attention to:

1. Maintaining safe physical conditions in buildings and on school grounds;

2. Observing and enforcing safe practices, particularly in those areas of instruction and student activities which offer special hazards;

3. Offering and documenting safety education to students as pertinent to particular subjects and activities;

4. Enforcing the code of student conduct; and

5. Ensuring that there are no unauthorized individuals in the building.

D. School administrators will be responsible for implementing safety rules and regulations in their schools and for reporting unsafe conditions.

LEGAL CITATION: MCLA 722.621 et. seq.

ADMINISTRATIVE REGULATION

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