

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 340

Section: Employees

Title: Employee Roles and
Responsibilities in Student
Welfare

Adopted: April 27, 1981

Revised: November 21, 2019

340 Employee Roles and Responsibilities in Student Welfare

Purpose

The goal of the Board of Education (“Board”) of The School District of Philadelphia (“District”) is to ensure the safety and well being of all students so that they can thrive in a nurturing, supportive and welcoming environment that supports their academic success. Each employee has the moral and legal responsibility to assist in making the learning environment free of risk to the well-being of the learner.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Employee: Full- and part-time District employees, contracted employees and substitute employees.

Delegation of Responsibility

The Board authorizes the Superintendent or designee to adopt and enforce reasonable rules governing employees’ responsibilities in providing for student welfare. [1] These responsibilities shall be communicated to employees in staff handbooks that are developed by school teams and distributed annually to staff members at the start of the school year.

Guidelines

Employees are responsible for the safety of students assigned to their charge commensurate with assigned duties and responsibilities. Each employee must maintain a high standard of concern for the physical, emotional, and moral protection of students. All District employees are mandatory reporters of suspected child abuse. [2]

Students must be supervised by an adult or students' whereabouts must be known by an adult at all times.

Employees must use only equipment that has been approved by the District and report unsafe equipment or conditions to their immediate supervisor.

Employees may not do the following except when specifically permitted;

1. Send students on any personal errands; or
2. Require a student to perform work or service that may be detrimental to the student's health.

School principals shall monitor school-based employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

School principals shall annually develop and implement a plan of supervision for students that includes the following:

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

These plans are outlined in school staff handbooks and provided to staff members prior to the first day of the school year for students.

Each employee has the responsibility to report immediately to the principal, appropriate authority or immediate supervisor an accident, safety hazard, unsafe condition, or dangerous situation. This reporting includes the presence of dangerous weapons, drug abuse and any persons who are acting in a suspicious manner. School-specific reporting guidelines or procedures are detailed in the staff handbook.

Violations

An employee who violates this policy is subject to employee discipline. If the employee is represented, such discipline will be in accordance with the applicable collective bargaining agreement. [3]

Legal References:

1. 24 P.S. § 5-510
2. 23 Pa.C.S.A. § 6311
3. Policy 317. Conduct/Disciplinary Procedures

Related Information:

Policy 112. Comprehensive School Counseling Program

Policy 145. Student and Staff Wellness

Policy 248. Harassment and Discrimination of Students

Policy 249. Bullying/Cyberbullying

Policy 231. Social Events and Class Trips

Policy 300. Employee Code of Conduct

Policy 705. Safety