

# THE SCHOOL DISTRICT OF PHILADELPHIA

No. 340  
SECTION: 300  
Employees  
TITLE: 340 Employee  
Roles and Responsibilities  
in Student Welfare  
ADOPTED: April 27,  
1981  
REVISED:

## 340 EMPLOYEE ROLES AND RESPONSIBILITIES IN STUDENT WELFARE

### Purpose

~~The Board of Education believes that the major focus of an educational institution is to protect and advance the welfare of its students.~~ **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, ~~as defined in this policy to include full- and part-time District employees, contracted employees, substitute employees and volunteers,~~ has the moral and legal responsibility to assist in making the learning environment free of risk to the well-being of the learner.

### Definitions

**For the purposes of this policy, the terms below are defined as follows:**

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

### Authority

N/A

### 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]** ~~The Superintendent or his or her designee shall also develop a program of student welfare in accordance with the guidelines of this policy.~~ **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.**

### Mandatory Regulatory Procedures:

#### Guidelines

~~Instructional staff shall provide content and activities on general welfare as presented in assigned curricula courses and/or guides.~~

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 the students. **All District employees are mandatory reporters of suspected child abuse. [2]**

~~This provision includes the presence of the teacher or a responsible designee at all times,~~

**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** ~~the use of only that equipment which has been approved by the School District, the reporting of unsafe equipment or conditions to the~~ **their** immediate supervisor. ~~Students may not be transported in a personal vehicle except where specifically permitted by Board policy.~~

**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**

#### **Administrative Procedures:**