

STANDARD OF CARE AND SUPERVISION OF STUDENTS

All Metropolitan School District of Washington Township (“District”) employees and volunteers shall uphold the highest standards for supervision, control, and protection of students commensurate with their assigned duties and responsibilities. All employees and volunteers shall establish and maintain professional boundaries with students that are consistent with their legal, professional, and ethical duty of care for students.

The following expectations will be enforced:

- A. An employee shall *immediately* report to law enforcement or child protective services any suspected child abuse or neglect. An employee shall immediately report to a building administrator any knowledge of criminal organization (gang) activity and shall immediately report to the Title IX coordinator any report of student sexual harassment or assault.
- B. Employees shall set a positive example for students in words and actions. This includes, but is not limited to, refraining from use of profanity, demeaning statements, and any other communications that set an inappropriate example for students.
- C. An employee shall not associate with students at any time in any manner that may give the appearance of impropriety or is not consistent with an employee’s role as an exemplar. This includes, but is not limited to, the employee’s involvement in any situation that could be considered abusive or sexually suggestive, or involves harmful substances such as illegal drugs, alcohol, or tobacco. Further, employees shall not communicate with students by electronic means except on School-approved applications for educational purposes. Communications exchanged via any electronic platform shall not be deleted unless first uploaded to the School’s data management system. Any sexual or otherwise inappropriate conduct with a student, including improper personal communications, will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- D. If a student approaches an employee to seek advice or discuss personal matters, including but not limited to personal relationships, sexual behavior, substance abuse, and/or mental or physical health, the employee shall assist the student by facilitating contact with certified or licensed individuals in the School or community who are qualified in the assessment, diagnosis, and treatment of the student's stated problem. Any employee who determines that a student needs services shall report the matter to appropriate authorities and their supervisor. However, under no circumstances should an employee attempt to counsel, assess, diagnose, or treat the student, unless properly licensed and authorized. Nor shall any such employee inappropriately disclose

personally identifiable information concerning the student to third persons not specifically authorized by law.

- E. An employee or volunteer shall not electronically transmit any personally identifiable image of or information on a student(s) without the prior approval of School administration and the student's parent, where applicable. The Superintendent's designee(s), however, may transmit information or images related to student extra-curricular/co-curricular activities, and awards and recognitions, provided the student's parent has not opted out of sharing of directory information.
- F. All employees and volunteers shall follow established school safety procedures and protocols. An employee or volunteer shall immediately report to a building administrator any accident, safety hazard, knowledge of threats of violence, or other potentially harmful situation they detect.
- G. An employee shall not transport students in a private vehicle without the prior approval of the principal.
- H. A student shall not be required to perform work or participate in activities detrimental to their health or welfare.

Employees who fail to follow this policy shall be subject to discipline up to and including termination. Volunteers who fail to follow this policy shall be subject to revocation of volunteer privileges. Some violations may subject employees or volunteers to criminal prosecution.

I.C. 31-33-5
Criminal Organization Policy

MSD of Washington Township

Adopted: 10/16/24
Revised: [date]