

## **SCOPE OF EMPLOYMENT**

**DAB**

### **Scope of Employment—**

Employees of the District act within the scope of their employment only when acting to discharge duties for which they have been hired by the District or act under the direction of the Board, the Superintendent or the school Principal in the school where that employee works. The following guidelines govern the scope of an employee's duties:

### **Student Interaction—**

The employees of the District should provide instruction, counseling and administrative tasks relating to students which require the presence of students on school premises within the regularly scheduled time of activities.

### **Meeting Outside of School Day—**

Written approval of the Principal in the school where the employee works is required whenever it becomes necessary for a District employee to meet with a student(s) outside the regular school day or outside of the school premises. School sponsored activities, such as student performances and athletic events, as well as related practices, involving the school's athletic teams, clubs, or organizations that require an employee to meet with students outside of the regular school day do not require written approval of the Principal. District employees shall supervise students appropriately at school and school-related activities.

After-hour activities involving students are to be held at the school whenever possible. If another location is necessary, prior written approval from the school principal is required.

### **Meeting with Individual Students—**

A District employee is not authorized to meet alone with an individual student unless it is necessary in the performance of professional duties during school hours on school premises, i.e., counseling, disciplining, instructing and administrative tasks.

### **Class Attendance—**

All teachers shall be present in the classroom at any time when students are present in the classroom. A justification exists for leaving students unattended in a classroom only in cases of emergency such as injury to a student requiring immediate attention, threat to health or safety of a student or personal emergency of the teacher. Any other absences from the classroom must be expressly approved by the School Principal.

### **Provision of Transportation—**

Except as otherwise specifically provided for by District policy, no employee, except an authorized bus driver, has authority to provide transportation for any

student or other employee unless express written authorization is given by the Principal. All transportation not authorized is outside the scope of employment.

**Conflicting Employment—**

No employee of the District shall obtain or maintain any other employment which may or does interfere with or substantially impede the discharge of the employee's duties with the District.

**Media Contacts—**

All District employees shall coordinate with the Superintendent or the Superintendent's designee all materials prepared for publication regarding District matters. Where possible, all employees shall consult with the Superintendent or the Superintendent's designee prior to providing any statements regarding District matters to any member of the media.