

**STUDENT SAFETY & SUPERVISION**

The Superintendent is responsible for the district’s overall safety program. As part of this program and within the constraints of the adopted budget, the Superintendent shall develop a procedure for integrating safety education into the curriculum and for ensuring adequate supervision of students during the school day. The District will notify parents when supervision is available before and after school.

Staff will receive appropriate training on student safety measures and will be required to follow student safety precautions subject to disciplinary consequences for willful disregard of these rules.

In accordance with NDCC Ch. 14-09, any classified or support staff member directly responsible for a student’s supervision (i.e., a student under 18) shall inform the building principal or his/her designee as soon as possible if the employee knows or has reasonable cause to believe that the student:

1. Has/is believed to been missing for 24 hours if the student is under 13 years of age.
2. Has/is believed to been missing for 48 hours if the student is ages 13 through 17.

If the employee is uncertain of the student’s age, s/he should inform administration as soon as possible 24 hours after the employee knows or believes a student is missing.

As soon as possible, the principal/designee shall attempt to contact the student’s parents/guardians to verify the student’s whereabouts and should document this attempt and findings. If the principal/designee is unable to verify the student’s whereabouts, s/he shall assist the district employee with reporting the missing student to law enforcement. Staff members required to comply with this policy provision include, but are not limited to, bus drivers, paraprofessionals, coaches, and after-school care providers employed by the District. Teachers and administrators are not covered by this provision but must report a child in violation of compulsory attendance laws.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- ACAB, Emergency Plans & Drills
- ACAC, Accident Reporting
- FC-E, Missing Student Reporting Form

**End of Velva Public School Policy FC..... Adopted: 09.13.2016**