

**STAFF PERSONNEL**  
**400 Series**

**Support Staff Relations to Pupils and Public**  
**Code No. 411.13**

In general, students are the responsibility of the professional staff. Support personnel should assume no authority over students, except as noted below:

1. A bus driver is responsible for the students on the bus when he/she alone is in charge of the students.
2. Teacher associates or aides are responsible for the students when he/she alone is in charge of the students. Examples include, but are not limited to, playground supervision, media center supervision, study hall supervisor, or aide assigned to assist a specific student.
3. Certain clerks and secretaries are designated to deal with students in matters of attendance and related areas.
4. A custodian is in charge of a building during “off” hours when he/she is present.
5. Any support staff member may intervene when students or any other persons are damaging or destroying public property or when, in the judgment of the support staff member, a situation exists where there is clear and present danger to the health or well being of a student or another individual.

Legal Reference: Code of Iowa - Chapter 20

Adopted: 07/12/84

Reviewed: 06/06/16