7 LEGAL DUTIES OF TEACHERS

- It is your responsibility to do everything possible to prevent accidents and injuries in your classes. Following are seven legal duties you owe your students and which the Basic Instruction Program expects you to follow:

A. **Provide adequate supervision:**
   - Never leave your class unsupervised.
   - A class should never meet without an approved instructor present.
   - Only UNM approved instructors may substitute for you.
   - Identify dangerous activities.
   - Watch for warning signs that students may be getting too aggressive or angry (e.g. basketball, soccer, etc.)

B. **Provide sound planning and proper instruction:**
   - Have updated, written lesson plans that are kept in your files.
   - Keep up to date with new developments in your activity.
   - Use the proper sequence and progression of skills in your activity.
   - Turn in a block plan before a course begins.
   - Consider what to do when students have been absent.
   - Never force or coerce a student into performing an activity if she/he has valid reservations.

C. **Warn students of inherent risks in your activity.**
   - They must **know, understand**, and appreciate the dangers.
   - Warn them frequently – not just once.
   - Every course syllabus must contain a warning statement regarding the possible dangers of the activity. **Turn in a course syllabus prior to each semester.**
   - Have every student sign and turn in to you the PENP informed consent card. Keep these cards for at least one semester after your class has been completed.
   - **Enforce** rules you have established.

D. **Provide a safe playing environment and adequate, proper equipment:**
   - Inspect class area for unsafe conditions, (e.g. holes in field, wet playing surface, slippery floor etc.)
   - Report any problems to the Facilities Director and the PEAP Coordinator as soon as possible.
   - Do **not** hold the class if it will be dangerous to the students.
   - Watch for defective equipment and report problems to the Equipment Room staff and to PEAP coordinator.
   - Have rules for the facility and enforce them consistently
E. **Evaluate students for injury and incapacity:**
   - ✓ Do not allow ill or injured students to participate.

F. **Be sure opponents are matched safely and according to the following factors:**
   - ✓ Skill (the most important factor)
   - ✓ Experience
   - ✓ Maturity
   - ✓ Injuries or Illness
   - ✓ Height and Weight
   - ✓ Age
   - ✓ Mental State
   - ✓ Gender (against the law to segregate only on gender)

G. **Know and follow emergency first aid procedures**
   - ✓ MAINTAIN FIRST AID CERTIFICATION