

COMMON SENSE SUGGESTIONS FOR NON-INSTRUCTIONAL PERSONNEL

Do not discipline, counsel or touch students. Notify an administrator if you believe a student is misbehaving.

Do not flirt with students, staff members, and co-workers.

Do not discuss your personal life or personal matters with students, staff members, and co-workers.

Know and follow your worksite policy regarding reporting absences and tardies.

Request vacation days in writing and in advance for approval. Do not call in the morning and expect to be granted vacation leave for that day.

Do not conduct personal business during work hours or use the phone for personal calls.

Be present and on time every day.

Be a role model at work and in the community.

Dress professionally. Wear your uniform if your job requires it.

Know School Board rules, especially regarding drug-free work place, violence in the work place, weapon possession, corporal punishment, sexual harassment, employee conduct and non-instructional personnel.

The use of profanity is prohibited by School Board rule.

Respect your supervisor.

If you will be absent from the worksite for more than 30 days request a leave. Do not assume your supervisor/principal knows why you are absent for a long period of time. Notify him/her in writing of your intentions. It is better to resign than to be terminated from your job for abandonment.