

Hawthorne Cedar Knolls UFSD
Superintendent's Office

ABC Guidelines for Staff

Please be sure to review and follow these district guidelines. Questions or concerns should be addressed with your building Principal.

- **ALL STAFF** are to follow the Code of Conduct at all times.
- **ALL STAFF** are to follow the Dignity for All Students Act at all times.
- **ALL STAFF** are to follow the Dress Code at all times. Attire should be neat, clean and modest and project a professional image.
- Students may attempt to involve you in their personal lives, their problems, anxieties, etc. Giving them a **SYMPATHETIC EAR** may be **THERAPEUTIC. GETTING INVOLVED** or **GIVING ADVICE IS NOT**.
- Your **PERSONAL** life, lifestyle, marriage, children, sexual preference, employment history, address, telephone number, email address, etc., are **NOT TO BE SHARED** with students or in conversations in front of students. Please make every effort to keep your professional and personal relationships separate and outside of the workday. Our sole mission is to educate students and attend to their needs during the school day.
- Most answers are a **TELEPHONE CALL AWAY**. When you don't know what to do, seek assistance.
- Don't **OVERREACT** to inappropriate behavior. Try to stop it. Then see if you can find the cause.
- Set **LIMITS, EXPECTATIONS, AND GOALS**. When they are **VIOLATED**, set them over **AGAIN.... AND AGAIN....** In time students will get the idea. Some will even comply.
- Always treat students with **RESPECT AND DIGNITY** even when they don't know how to return the respect and dignity. In time they will learn.
- **STAY COOL**, especially when it **GETS HOT**. If it looks like you are unable to control a situation, use the telephone, open the door, send someone for help.
- **NEVER TAKE SIDES** in student disputes. What you see or hear may only be part of the story. Try to encourage the students to chill out, mediate, and negotiate. Always let your supervisor know of the conflict. **IT PROBABLY WILL CONTINUE SOMEWHERE ELSE**.
- Err on the side of **OVER-REPORTING!!!!**
- **MAKE EVERY CONFRONTATION A LEARNING EXPERIENCE FOR YOUR STUDENTS**.
- Keep your distance!! **WARMTH** and **AFFECTION CAN BE** communicated **WITHOUT TOUCHING**.
- **NEVER CURSE, REJECT, RIDICULE**, or **INSULT** a student, even if they do!!!! Don't personalize the anger expressed by some students. If you respond in kind the situation will escalate.
- Sexual comments and gestures are unacceptable. **STAY AWAY FROM** dialogue about weight, size, looks, etc. Move students along to task orientation. Stay away from open-ended discussions that lead to nowhere.
- We **NEVER, NEVER LEND MONEY OR ALLOW A STUDENT TO RIDE IN YOUR CAR**
- **WE NEVER** give or receive gifts from students

- **WE NEVER give** food or anything else to students, unless it is a school event or PBIS reward.
- **WE NEVER SEE OR CONTACT STUDENTS OFF GROUNDS**, or contact students outside of work, after hours or on weekends, or exchange phone numbers, email addresses, text messages, instant messages, via Facebook/Twitter, etc. or any other contact information such as addresses or locations.
- **WE DO NOT USE SOCIAL NETWORKING SITES TO CONTACT STUDENTS**, (such as Facebook, Twitter, My Space, or any other social networking sites).
- **WE DO NOT PHOTOGRAPH OR VIDEO STUDENTS**. Camera's, cell phones with cameras, smartphones or any other electronic device with a camera are not permitted on campus, unless it is provided by the District for Business purposes ONLY.
- Never engage in discussions about a child's **MEDICAL CONDITION** or the need to take **MEDICATION**. Medical conditions and discussion of specific conditions are best left to healthcare professionals. Most importantly never give or dispense medication to a student. If you see or hear of any misuse regarding medication report the instance to your supervisor immediately.
- **DO NOT SHARE FOOD or BEVERAGES** with students - including, but not limited to: pizza, Chinese food, sandwiches, snacks, cake, candy, gum, soda, etc. – This includes everything!). Most children have allergies or are on medication that may result in a **SEVERE ALLERGIC REACTION** or major side effects.
- Remember, underneath the veneer of the hardcore macho student is a **FRAGILE, NEEDY, LOST, OFTEN ABUSED, KID**. Set limits, be fair, and seek assistance when needed. Don't get discouraged. Try again.... If you keep at it.... it may happen. If you don't, they won't stand a chance!!!!
- We are a **SMOKE FREE & DRUG FREE CAMPUS**. Please adhere to these policies.
- You must wear your **STAFF IDENTIFICATION** at all times while on Campus. If you lose your ID, you must get it replaced immediately. There is a replacement fee for lost staff identification.
- Remember that we are part of the Town of Hawthorne and the local community. Your presence in this community plays an important role in **FOSTERING GOOD RELATIONS**, which is essential to our success.
- **ALL OF THESE ABC'S APPLY AT ALL TIMES, ON OR OFF CAMPUS.**
- **ALL STAFF are to follow the District Code of Conduct, Dignity for All Students Act and Dress Code at all times.**
- ***Violation of these ABC's, in whole or in part, may result in disciplinary action or dismissal.***

Should you have any statements or thoughts that might enrich or enhance this document, please send them to my office for inclusion.

Thank you,
Ray Raefski, Superintendent of Schools

Employee Name: _____
(Please Print Name)

I have read and received a copy of these ABC Guidelines for Staff. I understand I am responsible for adhering to these Guidelines at all times. I fully understand that violation of these ABC's, in whole or in part, may result in disciplinary action, including dismissal.

Signature

Date