



**HAWTHORNE CEDAR KNOLLS UFSD
226 LINDA AVENUE
HAWTHORNE, NEW YORK 10532-3795**

ABC Guidelines for ALL STAFF

***Please be sure to review and follow these district guidelines.
Questions or concerns should be addressed with your building administrator(s).***

- **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, please seek assistance from someone.
- 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.
- Always treat students with *RESPECT AND DIGNITY* even if they don't reciprocate. It's our collective jobs to teach them.
- *STAY COOL*, especially when situations get *HOT*. If it looks like you are unable to control a situation, use the telephone, open the door, "tap out", and / or 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 cool off, mediate, "process", and negotiate. Always let your supervisor know of the conflict.
- Err on the side of *OVER-REPORTING!*

- *MAKE EVERY CONFRONTATION A LEARNING EXPERIENCE FOR OUR 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.
- 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 LEND MONEY, ALLOW A STUDENT TO RIDE IN YOUR CAR*, give or receive gifts, bring in food or anything else for students. Everyone gets treated in the same professional, respectful manner.
- *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 social media, or any other contact information such as addresses or locations.
- *WE DO NOT USE SOCIAL NETWORKING SITES TO CONTACT STUDENTS*, (such as Facebook, Twitter, Myspace, Instagram, SnapChat, or any other networking platform).
- *WE DO NOT PHOTOGRAPH OR VIDEO STUDENTS*. Cameras, 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! Some 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 student is a *FRAGILE, NEEDY, LOST, MISGUIDED YOUTH*. Set limits, be fair, and seek assistance when needed. Don't get discouraged. Try again.... If you keep at it.... it may happen.
- We are a *SMOKE FREE & DRUG FREE CAMPUS. NO EXCEPTIONS!*
- You must wear your *STAFF IDENTIFICATION* cards / badges at all times while on campus. If you lose your ID, you must get it replaced immediately. There is a replacement fee for lost ID cards.
- 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.