

# Welcome Back!!

The following are some tips & reminders about starting the school year and how to protect yourself at your worksite.

- Be Positive!! Smile!! Establish a warm and inviting atmosphere (even when virtual) to welcome students and put them at ease.
- Follow established protocols when possible. If there isn't a protocol, ask your immediate supervisor or a colleague for clarification.

Also, if a problem develops, remember that your first point of contact should be your building representative/s and/or your immediate supervisor. If it is a serious problem where you might feel that you face disciplinary charges, please contact your UniServ Director (Nathan Curtis) immediately.

- Document EVERYTHING. Even if you've had a phone call with your supervisor and all is well, type it up and ask for confirmation to make sure that both parties are on the same page.
- If you are involved in an incident (or witness to an incident) that you think might come back to you, be sure to write it down with as many details as you can remember. Address the: who, what, when, where and why questions. Then, be sure to **keep your own copy** before you submit it to your supervisor.
- Keep all school email correspondence professional. Remember, CCPS legally has access to all school emails.

*Life Hack—If you are upset or angry when drafting an email, don't fill out the recipient's email right away. Wait 24 hours. Revisit and revise once you've had a chance to emotionally detach.*

- Social Media. Everyone needs to understand that when you post something on social media, you run the risk of it being misunderstood or used out of context. Understand that teachers have been disciplined and terminated from employment for their poor choices regarding social media.

Also, please remember that public perception is incredibly important right now. I would **STRONGLY** recommend that you not post anything to social media during your workday. There are perhaps legitimate exceptions to this rule but it's a safe guideline.

- Gripe vs. Grievance. Know your contract. A grievance is specifically a violation of the contract or law (state or federal). A gripe is any situation that falls outside of those parameters and requires a different approach for redress.