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Richardson ISD
xPlore! Staff Guidelines

Cell Phones in the Work Place

Personal cell phones are not to be used during work hours. Cell phones should be kept in a discreet place during work time and set on silent or off **AND** left in the car or the xPlore! program office. In the event of an emergency, you may be reached on the xPlore! phone. ____ (initial)

Social Networking

Staff is not allowed to give personal email addresses to students. Posting pictures of students on any website or social media is prohibited. It is inappropriate for an employee to post any student information on Facebook, Twitter, Instagram, or any other social networking site. ____ (initial)

Dress Code

xPlore! staff must wear **long pants or jeans (no holes allowed)** along with the **xPlore! T-shirt** and **tennis shoes**. Shirts should not be overly tight nor overly short. Shorts, not basketball shorts, may be worn as long as they touch the knee cap. Visible body piercing jewelry is not allowed, except earrings. The Site Coordinator will determine the appropriateness of employee attire. ____ (initial)

Student Pick up

xPlore! staff are required to check ID of all persons picking up children. There is no exception to this requirement. ____ (initial)

Discipline

RISD Code of Conduct is to be followed in all situations. **The Site Coordinator is to administer disciplinary measures** requiring parent communication. Decisions regarding disciplinary actions should be directed to the Site Coordinator for approval. ____ (initial)

Professionalism

Staff will address students, parents, and other staff in a professional tone of voice. Behaving in a manner that exhibits respect for students, other staff and parents is mandatory. Rudeness, shouting or any other inappropriate behavior as deemed by the Site Coordinator will not be tolerated. Staff will be required to be addressed as Mr. Mrs. Ms., or Miss. Ex. Miss Betty, Mr. George or Mr. Smith. **First names only are not acceptable.** Nicknames will not be tolerated either student to adult or adult to student. ____ (initial)

Supervision of Students

Visual contact with students is imperative during supervision. Students **are not to be left unsupervised at any time.** Students should not be picked up, held in your lap or allowed to place their head in your lap. Physical contact with students is strongly discouraged. Do not bring personal work to xPlore! Reading materials, personal computer use or studying are not allowed during your xPlore! working hours. ____ (initials)

Attendance

xPlore! staff are required to attend work daily unless an absence is prearranged with the Site Coordinator. In the event of an unexpected illness/absence, employees must contact the Site Coordinator by 8:00 a.m. If the employee does not contact the Site Coordinator as required, they may be terminated. Absences due to illness for three days require a doctor's note. Absences not prearranged are grounds for immediate termination. More than five absences a year can result in termination. ____ (initials)

I have read the expectations as an employee of xPlore! I understand that violation of one or more of these rules are grounds for immediate termination of employment. **I understand that xPlore! employees are at-will and may be terminated at any time.**

Employee Signature

Date

xPlore! Staff Signature

Date