

PROFESSIONAL BEHAVIOR

Students with jobs are role models for other students at school. As role models, it is important that workers act in a way that shows the best our school has to offer. The following behavior is required from all workers:

Get to your job on time.

If you are going to be late or absent, notify your supervisor.

Look like a professional.

Dress appropriately for your job. Consider what kind of clothing is best for your job. Office helpers will need to wear different clothes from those worn by students who work outdoors. Clothing should be clean.

Be respectful.

Treat others in the same way that you would like to be treated.

Be helpful.

Offer to help others. Don't wait to be asked. If a student does not understand something, take the time to answer questions and offer explanations.

Cooperate with others.

In your job you will work with other students and adults. Think of yourself as a team member. Remember, no one likes to be around someone who is bossy.

Use positive language.

Use appropriate language and encourage others.

Examples of positive responses.

- *"Excuse me, please."*
- *"You are doing a great job."*

Examples of negative responses:

- *"What's your problem?"*
- *"Get out of the way."*
- *"Big deal."*

Problem-solve positively.

If a disagreement occurs, look for solutions that work for everyone. Do not argue. If you cannot find a positive solution, speak with your supervisor.

Clean up after yourself.

Always try to leave your work area as clean as or cleaner than you found it.

Get back to class at your assigned time.

It is important to make sure that you go directly from your job back to class.