

Staff Rules Example

1. Staff will arrive on time and return from breaks at their scheduled times and be prepared to start or return to their scheduled duties.
2. Staff should follow their schedule as closely as possible to ensure that students get the intended instruction they need to meet their goals. If a student needs a break, use the outlined procedure such as a timer or visuals to ensure they return to instruction as quickly as possible.
3. In order to achieve our philosophy of helping students reach their full potential, staff should follow the outlined prompt hierarchy to increase their independence.
4. During the instructional day when not on a break, staff should be working with or actively supervising students at all times. Monitoring students' needs will allow us to change our support in order to consistently meet their needs. In order to actively supervise students, adult conversation not related to students should be minimal.
5. If there are questions or comments regarding students, staff will write them in the staff log binder. Unless there is an emergency, instructional time with students should not be interrupted.
6. Staff will ONLY use their cell phones in case of emergency, for work purposes to communicate with other staff, or during breaks. Phones should not be used during specials or general education service times.