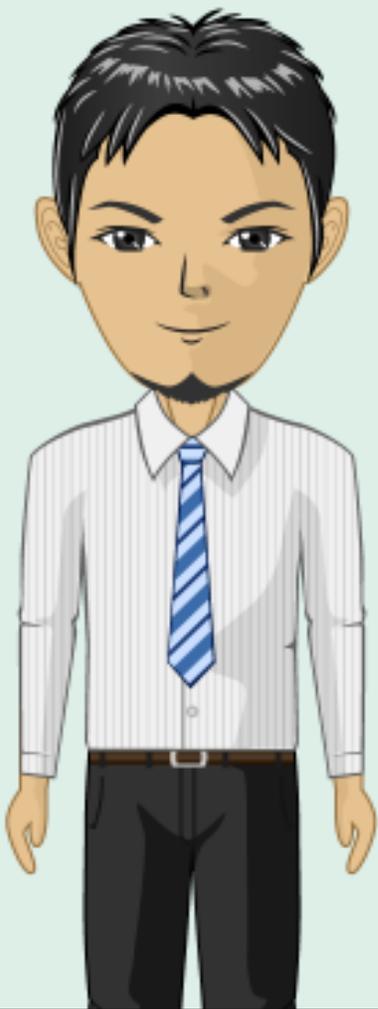


**The way you dress
and carry yourself
matters.**



DO

- Wear conservative clothing in cut, length, tightness, etc.
- Wear professional looking clothing – black pants, khakis, dresses, sweaters, etc.
- Check the mirror before leaving the house. Lift your arms over your head and squat down. Does anything show that shouldn't
- Button all of your buttons
- Trim facial hair
- Keep hair trimmed and orderly
- Wear tasteful makeup
- Display your ID badge prominently
- Keep an organized folder, binder, portfolio, etc.

**The students and
your coworkers take
notice of appearance**



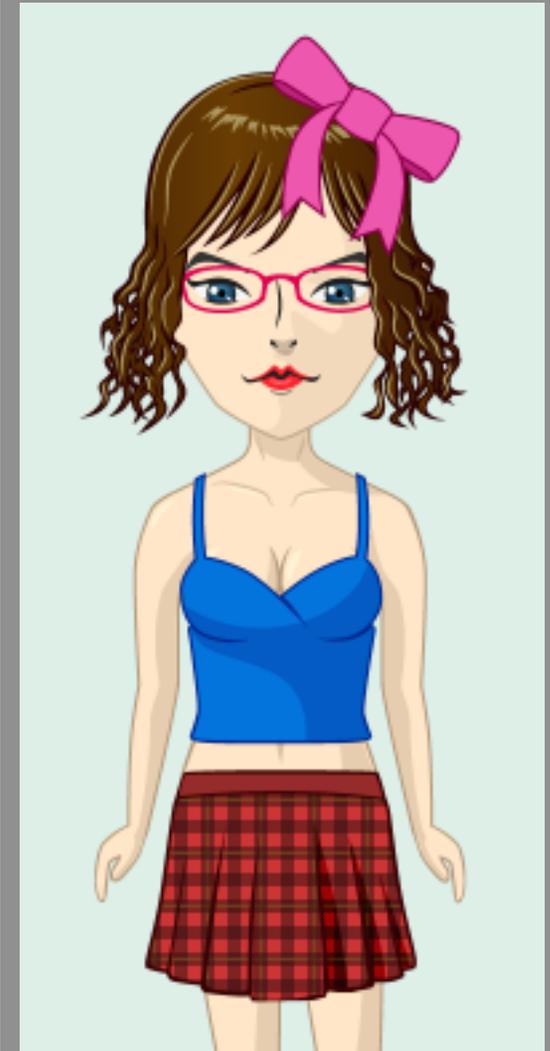
**Don't be that person
who looks like you
want to be 18
forever. It's sad.**



DON'T

- Wear short skirts or low cut tops
- Wear clothing with thin straps exposed
- Wear see-through clothing, ripped clothing, ragged clothing
- Wear clothing that exposes your bra, your cleavage, your underwear, or your butt crack
- Wear clothing that does not fit you properly
- Wear shoes with heels that are so high you can't walk properly in them
- Wear shoes with holes in them
- Wear sneakers or flip flops to teach in regular school settings
- Allow facial hair to grow in an unruly manner like a mountain man
- Cover your face in excessive makeup
- Have papers spilling out of your bag, crumpled papers, or general chaos all around you

**Teenagers are
hormonal. Any
excess skin you
show, they see.**



DO

- Walk alongside your class as they move through the halls.
- Know student names as early as possible.
- Stand outside your room and survey the hall during class changes.
- Address students as ladies and gentlemen, boys and girls, people, students, etc.
- Own the room by moving around the room as students work.
- Stand straight when you speak
- Own the hall and space around you by standing at your door as students leave and enter your room.
- Monitor and clean up your social media accounts.
- Use Summerbridge social media as a conduit for connecting with students.
- Get to know other coworkers and staff, including support staff and maintenance staff.

Always

Report unusual student behavior to supervisors

Listen to your gut. If it feels wrong, it is wrong. Err on the side of caution.

Keep your personal life personal. Do not share what should not be shared.

DON'T

- Act like your students' friend. You are not their buddy.
- Address students as guys.
- Stay hidden in your room while students are in the hallway.
- Sit on desks or anything that is not meant to be a seat.
- Use profane or inappropriate language around the students.
- Talk about alcohol, drugs, romantic relationships etc around the students.
- Friend students directly through social media.
- Badmouth your coworkers and other staff. Word always gets back around to that person.
- Talk about students and their families in public places – the students live where we live, you don't know who is around you.
- Speak with an individual student behind a closed door.

Be Impressive

- Follow directions
- Be organized – including personal space, digital space, and communal space.
- Meet deadlines
- Be self-sufficient
- Do your job right
- Ask for more responsibility
- Use correct grammar and spelling
- Give a firm handshake and eye contact
- Use a confident tone of voice
- Have a professional headshot
- Be a team player
- Mentor younger staff
- Be a clear communicator
- Contribute new ideas



Remember

There are a million like you.

You are not inherently special.

You have to work hard to become special.

Working hard and working smart is not the same thing.

Hard work does not necessarily equal success.

When your students do not do well, it is almost always your fault.

Students are always watching you.

What you do, they will do.

What you make acceptable, they will see as acceptable.

Things Your Boss Will Hate

- **Inability to follow directions**
- **Inability to meet deadlines**
- Late night calls or texts
- Colloquial language, slang, and abbreviations.
- Repeated and ridiculous excuses.
- Inappropriate emails:
 - Childish email addresses
 - Missing subject line
 - Opening email lines of hi, hey, or no opening.
 - Demands
 - Text riddled with spelling and grammatical errors
 - Long, rambling emails
 - Unorganized emails
- Misspelling names
- Highlighting your own shortcomings
- When your voicemail inbox has no name or a silly message
- Inappropriate clothing