



# TOP 10 DOs and DON'Ts

Charlotte-Mecklenburg Association of Educators

- 1. Don't take letters from students lightly.**
- 2. Don't take letters/complaints from parents lightly.**
- 3. Don't allow a problem to fester because you believe it will "all work out."**
- 4. Don't put anything in writing for the file without giving your UniServ Director a chance to proofread it first.**
- 5. Don't ignore or wait too long to react to letters from your principal or personnel director.**
- 6. Don't make important decisions while you are emotional.**
- 7. Don't do anything that significantly impacts your employment without consulting NCAE first. Once it's done, it's done!**
- 8. Do take Professional Development Plans/Improvement Plans/ Action Plans very seriously.**
- 9. Do make it your business to know and understand local and state policies.**
- 10. Do ask for help! If you have an assigned mentor and he/she is not providing you with the support that you are entitled to, get another one. If you do not have a mentor, ask a veteran teacher you can trust. Consult NCAE—as a member, you have access at all times.**

