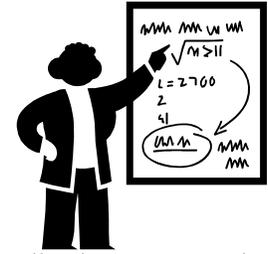


PROFESSIONALISM



Dress Code

Substitute teachers in Hudson ISD are expected to follow the same dress code as all other personnel. Shorts or any other mode of dress which detracts from the professional role of a teacher is forbidden. Skorts, if worn as a part of a suit, are permissible. Friday is considered JEANS DAY, and jeans may be worn this day only. Principals occasionally have special days when certain types of apparel may be worn. Should you have any questions concerning dress requirements, please contact the principal of the campus on which you will be substitute teaching before you arrive for work. ***The best rule to follow when considering a type of dress for the day is, if you have questions as to whether or not it should be worn, choose something different!***

- Follow district policy
- Dress meticulously
- Dress at least one notch above your students
 - On the secondary level, there should be no doubt who is the teacher
 - Students work harder and show more respect for a teacher who makes the effort to be well-dressed

Manner

- Don't chew gum - in class, in school
 - It cheapens your appearance and cancels your professional image
- Watch your language. It should be above reproach
 - No use of swearing, profanity or inappropriate slang
- Watch your grammar. Model good English at all times
- Use humor carefully; don't assume that your humor is acceptable to every audience
 - Never use off-color humor or innuendoes
- Never criticize teachers or students

Confidentiality

Student records and general information are confidential. Information about student behavior and performance is confidential. Please keep all teacher record books, testing information, etc., inside the desk and away from students. Be especially careful with the teacher's grade book. Do not let students examine or handle it.

Please remember you should not make any comments about students and their behavior or performance. This would be unprofessional and in many cases would expose you to legal action.

The role of a teacher, even a substitute teacher, is one of great importance. During each day many occurrences, which might make interesting stories, take place and provide endless thought about what might be told when the day is complete. Remember, even though you are only substituting for the regular classroom teacher, you have the responsibility of upholding the dignity of teaching on that particular day. Idle gossip about students, teachers, and the school in general only harms you and the school and the students for whom you are working. Please think carefully before you make statements, which would harm the school and make teaching and learning an even more difficult task.

Professional Ethical Conduct

1. The substitute should strive to create an atmosphere that will nurture to fulfillment the potential of each student. The substitute is responsible for ethical conduct toward students and teachers. The substitute who conducts his affairs with conscientious concern will exemplify the highest standards of professional commitment.
2. The substitute shall not intentionally misrepresent official policies of the school district.
3. The substitute shall honestly account for all funds committed to his charge.
4. The substitute shall not reveal confidential information concerning teachers.
5. The substitute shall not willfully make false statements about teachers or the school system.
6. The substitute shall deal considerately and justly with each student and shall seek to resolve problems including discipline according to law and school policy.
7. The substitute shall not intentionally expose the student to ridicule.
8. The substitute shall not reveal confidential information concerning students.
9. The substitute shall make reasonable effort to protect the student from conditions detrimental to the following: learning, physical health, mental health, or safety.
10. The substitute shall endeavor to present facts without distortion.
11. The substitute shall not unfairly exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, or national origin.
12. The substitute shall not unreasonably restrain the student from independent action in the pursuit of learning.

Substitute teachers - Real Professionals

Being a substitute teacher too often means being under recognized in a field in which a lack of recognition is the norm. Regardless, substitute teachers are professional educators who make a substantial and valuable contribution to the communities, parents, students and schools they serve. For reasons such as the following, substitute teachers are deserving of the respect and high regard equal to any other professional in the field.

1. The learning which takes place when substitute teachers are in the classroom is just as "real" as the learning, which takes place on any other day. The teaching successes of the substitute teacher, whether a specific skill, a learning process, or "teachable moment" will have the same positive impact that is the result of good teaching. Without competent substitute teachers, absences by the classroom teacher would result in the loss of valuable instructional time and educational opportunities for students.
2. Simply put, schools could not function without a core group of substitute teachers. Teachers are human and will become ill. Teachers will have lives apart from schools and will require days away to meet personal needs. There will always be in-service, staff development, and other professional activities that take place during regular school hours. Teachers will be away from classrooms. Substitute teachers are essential employees who have the important role of ensuring that the educational process will continue during the teacher's absences.
3. Substitute teachers are responsible not only for the education of young people in their charge, but for their safety and well being as well. It is a very special educator who can enter a room full of young people they do not know and be able to use the judgment and skills necessary for assuring an orderly, safe, and positive environment. It would be a task that many regular classroom teachers might find intimidating. It is a situation that substitute teachers face on a daily basis.

4. Substitute teachers can and do make a difference in the lives of young people. The difference may or may not be an impact that alters the lives of young people they meet. There is no question that the substitute teacher will have tremendous impact upon whether students in his/her charge will have a positive experience in school on that day. For some children in the classroom, this experience maybe the most positive and meaningful of the day.
5. While not usually full time employees of the school district, substitute teachers are full time ambassadors. The impression they make with students and parents will reflect upon the schools, both positively and negatively. The benefit that schools receive from substitute teachers can continue well after the regular classroom teacher has again returned to the classroom.

As a substitute teacher you may on occasions perceive that your role in the educational process is secondary to the other professionals in the field. Far from it, you have a role and responsibilities which are unique and essential. Substitute teachers are "**Real Teachers**" with every reason to be proud of their contributions.