

Code of Conduct/ Professionalism Standards

This section outlines the professional expectations and conduct standards for substitute teachers. Substitute teachers serve a vital role in maintaining continuity of instruction and supporting a positive, safe learning environment. All substitutes are required to adhere to these standards while representing Tradewind Subs.

Note: The following standards represent key expectations for substitute teachers but are **not exhaustive**. Additional requirements may be required according to school-specific guidelines.

Professional Appearance

Substitute teachers must dress in a professional and appropriate manner consistent with school-specific dress code policies. When in doubt, always dress in business casual attire. The only exception is when assuming a physical education role. When serving as a PE substitute or assistant, feel free to use appropriate gym attire. Clothing must be free of offensive and/or inappropriate language, images, and/ or symbols.

Educators who are inappropriately dressed may be sent home and directed to return to work in the proper attire. You may also be subject to disciplinary action, up to and including termination. Non-exempt employees will not be compensated for the time away from work.

Reasonable accommodations will be made for religious beliefs, gender identity/expression and/or disabilities.

Confidentiality

All student information is confidential and protected under the Family Educational Rights and Privacy Act (FERPA). Do not share student grades, behavior, health information, or personal details with unauthorized individuals. Social media discussions about students or classroom activities are also strictly prohibited.

Professional Relationships and Respect

Treat all students, staff, and parents with dignity, courtesy, and fairness. Maintain a calm, professional demeanor even in challenging situations. Avoid sarcasm, derogatory remarks, or favoritism toward students. Use of discriminatory language or hate speech will result in immediate termination.

Boundaries and Appropriate Interactions

Always maintain clear professional boundaries with students and school staff. Do not initiate personal communication with students outside the school environment (texting, social media, etc.). Never remain alone with a single student in a closed room without visibility to others. Report any suspected abuse or neglect immediately in accordance with mandatory reporting laws and district policy.

Instructional Responsibilities

Follow the lesson plans and instructions provided by the teacher of record. Unstructured or unapproved free time should be avoided. Do not introduce your personal, political, or religious beliefs into the curriculum or discussion. Maintain classroom order by enforcing school rules consistently and fairly.

Technology Use

Use school-provided technology and devices solely for professional purposes. Refrain from personal phone or device use during instructional time, except in emergencies. Regarding students' technology use, ensure students adhere to school technology guidelines, including internet safety rules.

Safety and Student Supervision

As mentioned previously, students must never be left unsupervised at any time.

In the case of emergency, be familiar with and follow school-specific emergency procedures (fire drills, lockdowns, etc.). Also, report accidents, injuries, or unsafe conditions to the school office immediately.

Communication and Documentation

Communicate promptly with school administration regarding disciplinary issues, accidents, or unusual occurrences. Provide a written report for the classroom teacher summarizing lessons completed, student behavior, and any notable incidents. In the case of injury, notify Tradewind consultants immediately. In the case that a school is not a good fit, please avoid negative commentary about school staff, policies, or students. Instead, reach out to your education consultant to debrief and take the steps necessary to mark the school as a non-preferred campus.

Ethical Conduct

Act with honesty, fairness, and integrity in all professional interactions. Avoid any conduct that could be interpreted as harassment, discrimination, or favoritism. Comply with all state education regulations and applicable laws.