

So what does professionalism look like in real life?

- **Dress in a manner that sets you apart from students and enhances a businesslike atmosphere in the classroom.**
 - As a substitute teacher, you are making a first impression virtually every day.
 - The way you dress will make a difference in how you are treated by students and staff.
 - You may find that many teachers dress very casually, but you need to remember that they already have a relationship with their students. They are not making a first impression, and they are not attempting to gain control of a new classroom.
- **You are to be attentive and present for the benefit of all students in the classroom.**
 - The most crucial reason you are in the classroom is to ensure safety.
 - To accomplish that, your attention must be focused on the students at all times.
 - Do not give an assignment then sit down to read the newspaper or play on the computer.
 - Do not walk out of the classroom.
 - Do not make personal calls.
- **Maintain confidentiality about classes and/or students.**
 - This rule applies whether you are in the teachers' lounge at school or anywhere else.
 - It is all right to ask advice about how to deal with certain students or classes, but don't let the conversation develop into one of complaining, ridiculing or spreading innuendoes about students or staff.
 - Talk to the principal if you have questions or concerns.
 - While many things that happen at the District are a matter of public record, releasing information about them is the responsibility of specific offices and individuals.
- **Keep your political, religious, and social beliefs to yourself.**
 - You are there to teach, not to proclaim your opinions or convert students to your way of thinking. By sticking to the teacher's lesson plans, you should be able to avoid these situations. If you find yourself in a class where students ask about your beliefs, be respectful of their inquiries but stick to the lesson at hand.
- **Be friendly, positive & enthusiastic.**
 - Although you are not there to become friends with students, you do need to be pleasant with them and demonstrate an interest in their assignment. Children are very quick to pick up on your overall attitude, and you want them to be at least cooperative if not deeply engaged.

- **Adhere to the District's Code of Ethics for technology.**
 - It sounds obvious...but only use District computers for appropriate and legitimate school business

- **Exercise professional judgment with students at all times. Some do's:**
 - Do maintain a professional barrier between you and students. You are the adult, the teacher, and the professional.
 - Do keep the classroom door open when talking with students.
 - Do avoid any behavior that could be misinterpreted when interacting with students.
 - Do supervise students at all times.
 - Do use verbal praise and reinforcement.
 - Respect students and their cultural backgrounds.

- **Exercise professional judgment with students at all times. Some don'ts:**
 - Do NOT make telephone calls or write notes of a personal nature to students.
 - Do NOT lose your temper.
 - Do NOT use humor in inappropriate ways (avoid sexual and racial jokes or humor).
 - Do NOT take pictures of students.
 - Do NOT touch students.

- **Your Professional Presence...**
 - What do you want students to say about you at the end of the day?
 - What do you want the returning classroom teacher to say?
 - What do you want the faculty and administrators to say?