

A decorative border composed of small globe icons, each showing the Americas, arranged in a rectangular frame around the central text.

# Substitute

## Professional Responsibilities

- Substitutes are employees of the BOCES hired to fulfill the role of the professional educator therefore: substitutes are expected to conduct themselves as professionals. The privacy of students and other district employees must be safeguarded at all times, whether on paper, in computer or in oral communication. Students may discuss or reveal personal matters to a substitute. It may be necessary to alert the principal of issues or concerns. Do so as soon as possible and before the end of the school day.
- Substitutes are expected to choose clothing that is appropriate for the responsibilities of a teacher. Teaching physical education requires you to dress differently than a high school social studies teacher. Comfortable clothing and shoes are advised for all settings. Exercise good grooming; limit the use of perfumes and accessories. Students may be allergic to perfumes and accessories may be dangerous or interfere with job responsibilities. Remember, the more you look like a professional, the more students will treat you as one.
- Substitutes and other adults are expected to model appropriate behavior. Conduct that is inappropriate for the school setting, detrimental to the reputation of the school district, not in the interest of the instructional program, or poses potential harm to students or school employees may be cause for discontinuation of service with Madison-Oneida BOCES.
- The use of physical force or corporal punishment against students is strictly prohibited. As a substitute employee, your exercise of good judgement is essential to ensure your safety and well-being as well as that of other staff members and students. Questions regarding discipline procedures should be discussed with an administrator.
- A substitute should NEVER leave a class/classroom unattended and should not leave the campus during regular school hours without checking with school staff. Also, any outsider that comes to a classroom for information about a child or asks that a child be released from school must be directed to the main office first.