

Professionalism: How to Keep Your Job in District 54



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Professionalism is a formal part of your appraisal and could play as much a part in your coming back the following year as it did in you getting hired.

(Domain 4 of Appraisal)



Dress for Success

- If we want to be treated like professionals then we need to dress like professionals!
- The right clothes can affect the classroom
 - makes a statement about who you are
 - sends a message about your expectations
 - can establish or destroy your credibility





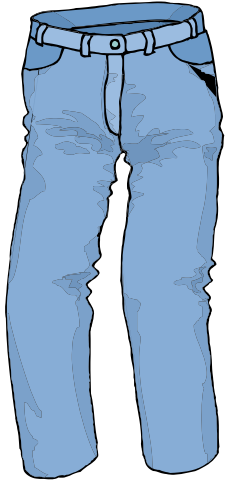
What to Wear...



- **Two Wardrobes** – school/weekend
- At a minimum, follow the **School Dress Code** set for your students
- **Dress Professionally**
 - Trendy does not always equal professional
 - Comfortable is okay, but should not be unprofessional (e.g. low rise jeans or pants, short skirts, sweat pants, ripped jeans, etc.)

- We ultimately have to think of the comfort level of our students. Low cut tops, short skirts, and tight fitting clothes can make kids feel uncomfortable and be distracting.
- Men, you also need to think about what you are wearing (e.g., how “unbuttoned” is your button up dress or Polo shirt? How tight is your shirt?). Remember to leave room to breathe!
- How you dress will determine the level of respect you get from your students and their parents. You may be judged on your teaching skill level and competence by how you look, so taking steps to make yourself appear more professional may allow for others to have more confidence in you.
- If you have any doubt in your mind, don't wear it!





Other thoughts...



What about casual Fridays?

- Every school is different and different principals suggest different Friday attire. However, be casual, but not too casual (e.g., school spirit wear, if jeans are allowed make them “dressier jeans”). Follow your colleagues’ lead. Don’t be the first to go too casual in your building.

What if my job is more active?

- At times your specific job may allow for different dress requirements. For example, if you work in Pre-K then you may be allowed to wear more comfortable clothing as you are sitting on the floor most of the day. If you are a PE teacher wearing “athletic” attire may be more appropriate.



Some more advice...



- If you have tattoos, piercings, etc...kids shouldn't see it or know about it if it may be distracting.
- Think about the age group you are working with while you are getting ready. Some of you will work in the junior high which opens up a whole new situation with regards to students.

Advice from fellow teachers:

- “ You don't want students to know what color or type of underwear you are wearing or how tan your belly is when you go to the board.”
- “ If you wouldn't wear it in front of your mom, dad, grandma, don't wear it!”



Internet/Email and Phone

ACCEPTABLE USE OF THE INTERNET



- The District includes the use of the Internet in the District's instructional program to promote educational excellence by facilitating resource sharing, innovation, and communication.
- All use of the District's connection to the Internet, Intranet, local area network (LAN) and wide area network (WAN) must be in support of education and/or research, and further the Board's stated goals.**

Each user must annually sign the District's *Authorization for Internet Access Form* as a condition for using the District's Internet connection. The failure of any user to follow the terms of the *Authorization for Internet Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.



- Computer audits will be conducted to assure the Board that users are in compliance with this policy. Users will make computers available for inspection by an administrator, or designee, upon request.
- Time and content of computer/email use can be tracked by Administration.





EMAIL ETIQUETTE



These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others. Use appropriate language, do not swear, or use vulgarities or any other inappropriate language.
2. Do not reveal personal information, including the addresses, telephone, social security numbers, or sensitive information regarding your students or colleagues.



3. Recognize that email is not private;
 - a. People who operate the system have access to all email.
 - b. Messages relating to or in support of illegal activities may be reported to the authorities.
4. Do not use the network in any way that would disrupt its use by other users.
5. Consider all communications and information accessible via the network to be private property of the District. Your work emails can be subject to SUBPOENA and FOIA!!!



6. Do not use list-serves and distribution lists for distribution of chain mail, jokes or other unprofessional messages.
7. Keep any/all passwords as private, only to be used by appropriate personnel.
(example: students and substitute teachers will not be given staff passwords, codes, etc.).



8. If you are responding to a parent, use the phone for communication when possible. If you must respond through email, for purposes of written documentation, have someone you trust read your response before hitting send.



9. Always check multiple times who you have in the **TO:** or **CC:** line before sending any email. Trust us, the wrong things DO go to the wrong people!

10. Since we now have the ability to connect emails to various multimedia devices (e.g., phone, iPad, etc.) please remember to **LOCK** your screen and have your device require a passcode. Remember, anything work related you have linked to one of your personal devices is still considered confidential and should not be shared with others!!!



BOARD POLICY

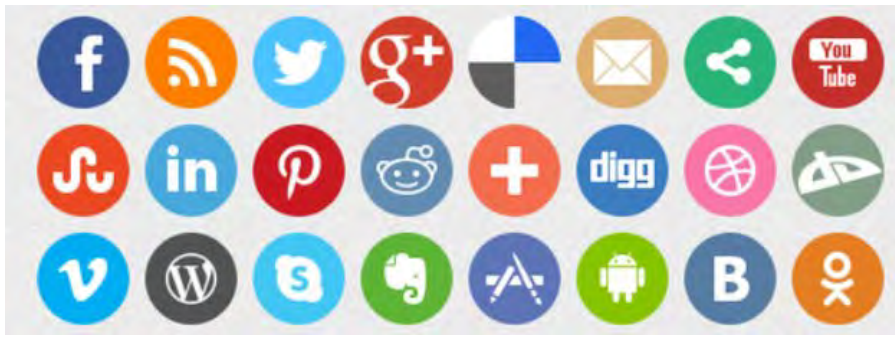


Section 6: Instruction

6:235-6:235 AP

Acceptable Use of the Internet

We strongly recommend you read the full BOARD POLICY concerning Acceptable Use of the Internet. It can be found on District 54's website under Board Policies!



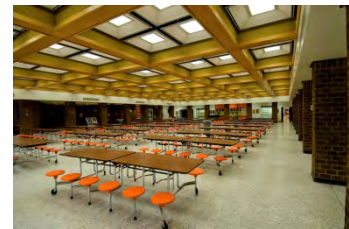
Social Media Review

1. Do not list District 54 as your employer or list your school.
2. Never post a picture of a student.
3. Do not post pictures of yourself in your school spirit wear, particularly when the setting may be outside of school.
4. Never send or accept friend requests/links from parents or students (current or former)
5. Some sites allow anyone to follow your account, so be mindful of what you make public. (i.e. Pinterest)



Professional and Confidential Communication

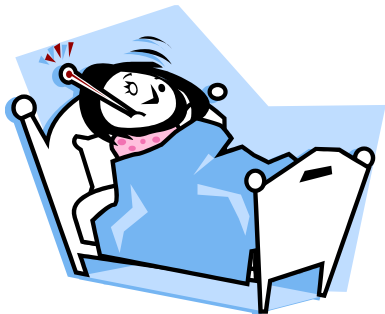
- Communicating with families is part of Domain 4 (c) so it will be a part of your appraisal
- Remember that every culture has different traditions and to be respectful
- The Teacher's Lounge is not just for teachers....you will see parents and students in there. Be mindful of your conversations and who's in the room.
- Information spreads quickly within the building and community. Be careful of what you share with staff members and parents as it will get around. If you do not want it getting back to your principal then don't say it.



Classroom/Office Use

Remember, **DO NOT** use your classroom and/or office as a personal office!!! Anything that you leave use/leave in your classroom office winds up being the property of the school district and can be taken and/or subpoenaed at anytime.





Absences



Total Leave Days Allowed

Sick Leave


Fourteen (14) school days of sick leave are provided to all employees.

Business Leave


Each full-time teacher may use five days (5 out of the total 14) , no more than three (3) days consecutively, of leave each year for emergencies or other urgent and compelling business which cannot be conducted during non-school hours or days.




It is your responsibility to report an absence. You can report an absence electronically at AESOP (at the bottom of the SD54 website)



If you need to report an absence after 5:00 AM you will need to call 847-357-5082



It is highly recommended that you talk with other members of your building and/or team for recommended substitutes.



It is your responsibility to have lesson plans created and in to the school by the time school starts.

Professional Development



- Staff Development and In-Services typically take place on Wednesday afternoons. Some individuals take a “sick day” when these are scheduled which is highly frowned upon when used innappropriately.
 - Administration does take note of when days are taken off and abused
 - Pay attention during the meetings (e.g., do not grade papers, etc.). Remember, you are on a yearly contract as a pre-tenured individual...don't do anything to jeopardize that!
- Staff Development is used to provide you with CPDUs! Make sure you enter the information into ISBE for your licensure!!

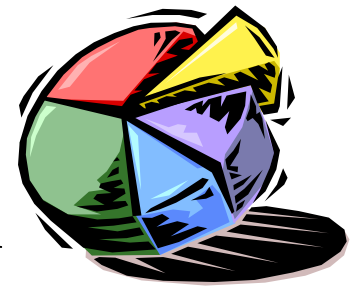
Collaboration/Professional Learning Communities

- Participating in a Professional Community is part of Domain 4 (d) of the appraisal
 - mutual support and cooperation
 - active participation
 - making a substantial contribution
 - volunteering
- *** RESPECT for **all** on your team ***





Data Collection



- Domain 4 (b) of Appraisal
 - You will be asked by Administrators to provide evidence of data during your appraisal process.
 - It is your professional responsibility to maintain a system of data collection for your students that is efficient and effective.
 - You may be part of an IEP team and responsible for supplying data regarding targeted goals.

Questions?



WELCOME TO DISTRICT 54 and SEA

We wish you the best for the 2016-17 school
year!

