

## CCSD 59 Substitute Report

Please complete this form and present it to Human Resources for follow-up.

Date: \_\_\_\_\_ School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Substitute's Name: \_\_\_\_\_

The substitute violated the following professional ethics guideline outlined in the Substitute Handbook:

\_\_\_\_\_ **Confidentiality:** Please refrain from making adverse comments about the regular teacher or his/her procedures to the students. Confidential information pertaining to students, parents, staff and other school related matters should never be repeated.

\_\_\_\_\_ **Appearance:** Professional appearance (business casual attire at a minimum) and neat grooming are expected of all substitutes in Community Consolidated School District 59. Inappropriate attire includes, but is not limited to, low cut pants, bare-midriff shirts (shirts must cover torso), exposed undergarments, and shirts with foul or inappropriate language and/or images.

\_\_\_\_\_ **Cell Phone Usage:** Please do not make or receive cell phone calls during classroom instructional time. To insure that students will not be disrupted during class time, cell phones should be turned off.

\_\_\_\_\_ **Policy regarding Use of Cigarettes, Alcohol or Illegal Drugs:** Community Consolidated School District 59 policy states that smoking on district property is not permitted. If you smoke, please use your car and move if off of school grounds. Use of alcohol or drugs on district property is strictly prohibited.

\_\_\_\_\_ **Sexual Harassment:** The district does not discriminate against any employee or applicant on the basis of sex and will not tolerate sexual harassment by any of its employees. All employees are responsible for assuring that the workplace is free from sexual harassment.

\_\_\_\_\_ **Acceptable Use of the Internet:** Access to the District's Electronic Network must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate non-commercial business use. The District's Network may not be used for personal financial gain.

\_\_\_\_\_ **Other (not listed):** please describe

Have you addressed this issue with the substitute? \_\_\_\_\_ YES \_\_\_\_\_ NO

Submitted by: \_\_\_\_\_

