



# SUBSTITUTE GAZETTE

## Substitute Newsletter Spring 2007

Federal Way Public  
Schools



Volume 4, Issue 2

April, 2007

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### Special points of interest:

- *Food Services* is seeking your immediate substitute service—Contact their office at 253-945-5555 regarding your interest.
- *Transportation* is looking for bus drivers. If you are interested – Contact the Transportation Office to inquire, 253-945-5960.
- *District Substitute Paraeducators* are needed. Tell your friends to visit our website at [www.fwps.org](http://www.fwps.org) and apply.

Spring is a good time to focus on ways to reinforce positive behaviors in the classroom. This newsletter is devoted to giving you some quick tips and refreshers that may help as our students burst into Spring. We hope they will be helpful with regard to the work you are doing to support our students and staff. We are grateful to have so many strong substitutes and guest teachers working with us. -- Lori Simmons



## Spring Substitute Celebration



**Date: Tuesday, May 8, 2007**  
**Time: 4:00 to 5:30 p.m.**  
**Place: ESC, Board Room**

Join us for our substitute celebration on Tuesday, May 8, 2007. This is an opportunity to meet your substitute colleagues, enjoy food, fun and conversation with your peers. Door prizes will be awarded... Be sure to RSVP to CJ by phone at 253-945-2027 or email [cjcarter@fwps.org](mailto:cjcarter@fwps.org) by Thursday, May 3, 2007. We look forward to celebrating your successes.

## SUBSTITUTE TRAINING CLASSES AVAILABLE

### Advanced Guest Teacher Class (April 28, 2007)

This class is for Substitute Teachers employed by FWPS. Prerequisites: 1) Participants should have completed all 12.5 hours of the initial Guest Teacher Training offered in the Federal Way School District, 2) Participants must bring their copy of the Utah State University Substitute Teacher Handbook to class.

### Coming this Fall – Initial Guest Teacher Class (Sept. 24, 29 & Oct. 9, 2007)

Go to [www.peopleware.net/2686](http://www.peopleware.net/2686) and open the folder for Substitute Teacher Training for more information and more classes.

## Quick Tips to Reinforce Positive Behaviors at Home and School

The following ideas are taken from Dr. Glenn Latham's resource workbook, The Power of Positive Parenting. His work focuses on 5 rules that give parents specific direction, including the words they can use to help create an environment in the home that will properly direct and strengthen behavior.

### Parenting Rules

1. Clearly communicate your expectations to your children. This includes a clear description of those behaviors which will get your attention. This typically is taught best in a role-playing setting.
2. Ignore inconsequential behaviors.
3. Selectively reinforce appropriate behaviors.
4. Stop then redirect inappropriate behavior.
5. Stay close to your children.

Dr. Latham's work aligns with the work that The Substitute Teaching Institute at Utah State University has field tested to be effective in the classroom. The following are principles of human behavior from the Substitute Teacher Handbook that FWPS utilizes in our district Substitute Teacher Training Courses.

### Principles of Human Behavior:

1. Behavior is strengthened or weakened by its consequences.
2. Behavior ultimately responds better to positive consequences.
3. Whether behavior has been punished or reinforced is known only by the course of that behavior in the future.



*From SubExchange Newsletter, Vol 9 Issue 2 Utah State University.*

## Advice from Students to Guest Teachers

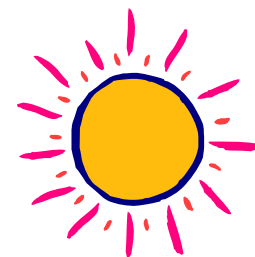
- Be fair to everyone.
- Punish only the troublemakers.
- Give us our assignment and let us go to work.
- If I raise my hand, don't ignore me.
- You can be both strict and nice.
- Leave your personal life at home.
- Be reasonable in your expectations.
- Have a sense of humor.
- Follow through with promises and consequences.

## 10 variables that affect Compliance

1. **Descriptive Requests-** Descriptive Requests are better than ambiguous or global requests. "Please sit in your chair, facing forward and looking at me." is better than, "Please pay attention."
2. **Start vs. Stop Requests-**Positive requests for a student to start an appropriate behavior are better than negative requests for a student to stop a misbehavior. "Please start your math assignment.: vs., "Please stop arguing with me."
3. **Question Format vs. Direct Requests-** The use of questions instead of direct requests reduces compliance. "Would you please sit down?" is less effective than, "You need to sit down."
4. **Two Requests-** It is better to give the same request only twice than to give it several times.
5. **Distance-** It is better to make a request from a close distance (up to 6 feet) than from longer distances (10 feet or across the room).
6. **Eye Contact-** Making eye contact helps to convey the message. (Be aware that in some cultures making eye contact is thought to be an act of disrespect.)
7. **Volume of Request-** It is better to make a request in a soft, firm voice rather than allowing the volume or pitch of your voice to increase.
8. **Time-** Give the student time to comply after giving a request (5 to 10 seconds). During this short interval do not converse with the student, rather, look at the student, restate the request (if required) and wait for compliance.
9. **Neutral vs. Emotional Requests-** It is better to respond to behavior in a calm and matter-of-fact way rather than to respond in an emotional way such as yelling, giving ultimatums, etc.
10. **Reinforce Compliance-** It is easy but less effective to request a behavior from a student and then ignore the positive result. If you want more compliance, genuinely reinforce it as soon as possible.

*From SubExchange Newsletter, Vol 9 Issue 2 UtahState University.*

**We hope you have a positive and rewarding Spring and a relaxing Summer. We look forward to seeing you again in the 2007-2008 school year.**





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## PRINCIPALS' CORNER

### Suggestions for Substitutes from FWPS PRINCIPALS:

Margaret Peterson, Todd Beamer High School writes:

- Be careful when confiscating electronic gadgets from students (phones, ipods, etc.). If we confiscate, then we are responsible for them. Hang on to them directly until they can be turned over to the office.

Tom Capp, Sunnycrest Elementary School writes:

- Be clear on the location where you have accepted a position (e.g. Woodmont not Wildwood).
- Upon arriving, check in and inquire about specific health plans for students and be sure to request the telephone extension of someone in the office you can contact in case of an emergency.
- Be sure that the job you accept is one that you can complete (e.g. that students can understand your verbal directives clearly or that you are able to do some lifting, diapering etc).
- Interact in the staff room during lunch time; this will promote getting to know staff members and will help you get invited back.
- Leave a card with your name and where you could be reached.
- Make your day a purposeful one and report to the office if lesson plans are missing or if any major student discipline issues arise.

A Reminder from Lori Simmons, Director of Employment Services writes:

- School Grounds are smoke free. Please be sure not to display cigarette packs on desks, etc. It is important to set a positive example.
- No internet access unless authorized by the principal.
- Reading newspapers, playing solitaire, etc. when students are in the room is not acceptable. You are expected to supervise students at all times.