

SUBstantial

News



With support from the Substitute Teaching Institute at Utah State University.

News and Information Just for Substitute Teachers from FEDERAL WAY PUBLIC SCHOOLS

Responding to Threats

Threats made by students can be intimidating and difficult to respond appropriately to. The best strategy and response will vary with individual situations. However, there are a few basic guidelines that can be universally applied.

1. Don't ignore threats made by a student towards you or anyone else in the school.
2. If you feel anyone is in danger of physical harm, get help immediately. Call the office or send a student to summon the assistance of a principal, school officer, counselor, or permanent teacher.
3. If you feel the threat is just an

emotional outburst and not a precursor to violence, acknowledge it and then calmly redirect the student to an appropriate activity. Delay a discussion of the situation until the student has calmed down or refer them to a school counselor.

- Example: "I understand you are very angry right now. However I need you to sit down and begin working on your World War II essay. We will discuss this situation after lunch."
4. Keep your emotions in check and remain professional. Don't respond with threats of your own.
 5. Document the incident. Record

what happened, who was involved, and how the issue was resolved.

Discuss the incident with the school counselor or principal then give them a copy of your report, keep a copy for your own records, and leave a copy for the permanent teacher.

Additional strategies for dealing with other challenging classroom situations can be found in the Substitute Teacher Handbooks and Classroom Management audio CD. Both are available online at www.sti.usu.edu or by calling 800-922-4693.

Make a Poster

Twenty plus minutes of class left and you've completed everything in the lesson plans. What to do, what to do, what to do. Have students make a poster!

Creating a poster is an easy to implement activity that can be adapted for any grade level. Kindergartners can draw a picture of their favorite part of the school day, primary grade students can make a poster about themselves (things they like to do, eat, their family, etc.), upper grade students could create a poster about their favorite subject or a scene from a chapter book they are reading aloud in class, and middle and

high school students can create posters advertising the class they are in or upcoming school events. Any student can make a poster about a lesson or activity taught earlier in the day. The options are endless.

Use plain white copy paper and have students embellish it with original artwork, crayons, markers, stickers, colored paper, and other art supplies. Just remember to be respectful of the teacher's classroom supplies (consider using your own supplies from your SubPack), allow plenty of time for clean up, and acknowledge each student's effort by writing a positive comment

on the back. Leave the posters for the permanent teacher to see and either display in the room or return to students.

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Quote of the Month

The whole art of teaching is only the art of awakening the natural curiosity of young minds for the purpose of satisfying it afterwards.

– Anatole France



Leaving a Substitute Report

Imagine you are in the middle of reading a good book. One day you don't read at all and the next day you pick up the book and begin reading a few chapters after where you left off. You still know all of the characters and in general what is going on, but without the information found in the skipped chapters you are bound to be a little confused and frustrated as you try to pick up the story line and begin reading again. It's a little like that for a permanent teacher coming back to their classroom after being gone for a day; that is why leaving a Substitute Report is such an important part of substitute teaching. You are filling in the important details in the chapters they missed.

Some substitutes keep copies of blank Substitute Report forms in their SubPack. Others write a letter to the teacher at the end of the day or make notations on the plans left by the permanent teacher throughout the day and then write a few concluding sentences after students have gone home. More important than the format you use is that your Substitute Report contains the information the teacher will need to understand what did and didn't happen while they were gone. The following are key points you should be sure to include:

1. Students who were absent, arrived late, or left school during the day
2. Messages for the teacher (both from parents and the office)

3. Changes or adjustments that were made to lesson plans
4. Additional work assigned or activities completed by students
5. Any accidents that occurred in the classroom or on the playground
6. Explanation of any serious behavior problems that occurred and how they were handled
7. Recognition of students who were especially helpful
8. At least one positive comment about the class as a whole

Things you need to know!

Many certificated substitute and emergency substitute certificates and permits are getting ready to expire. Please bring current certificates in to Human Resources before the previous certificate/permit expires to be able to continue to sub for 07-08.

This summer we will be sending all substitutes a Reasonable Assurance Letter along with Sexual Misconduct forms, all of which need to be returned to HR before July 31, 2008. We are required to request the Sexual Misconduct information annually, so thank you for your cooperation on this issue. One Sexual Misconduct form will be needed for each public & private school you have ever been paid from. Full addresses are needed for all out of state Sexual Misconduct Forms.

Are you considering permanent employment? If so, you will need to complete an online application at www.fwps.org and submit all necessary documentation.

Guest Teacher Training class is required for all emergency substitutes and recommended for all regular certificated substitutes. Dates: March 11, March 22 and March 25. Register at www.peopleware.net/2686.

Congratulations to Recently Honored Substitutes:

Kerri Alderman
 William (Bill) Avery
 Tina Baggett
 Farzaneh Bascom
 David Basinger
 Elizabeth (Liz) Bunker
 David (Dave) Burner
 Dave Campbell
 Vicki Carey
 Maureen Cooper
 Karen Duffy
 Cristee Ellis
 Angelina Esteban
 Patty Filler
 Stan Flewelling
 Kari Frost
 Cindy Gates
 Marjorie Hoffmann
 Jan Justham-Lusink
 William (Bill) Kennedy
 Jennifer Keselberg
 Sandy Marzec
 Adrian Meissner
 Cindi Paris
 Dawn Rieger
 Claire Scharmach
 Marc Sheehan
 Teresa Strickland
 Michael Spurell
 Bryant Thomas
 Karen Weber
 Laura Wietstock
 Holly Wilson
 Marcus Yzaguirre