

Administration



Certificates
Staff Communication
Parent Communication
How to Make a Great School
Motivation Tips
Ways to Combat Anger

and more!



THE SECRET OF MOTIVATION

MOTIVATING PEOPLE IS SELDOM EASY. The effort will be more effective though, if you take into account three essential steps. Each step must be fulfilled—and built upon—before you can move on to the next one.

FIRST, ASSOCIATES MUST WANT SOMETHING. They must want more money, a promotion, satisfaction—something. And they must desire it strongly enough to be willing to do something about getting it. If people have no goals, no desires, nothing in this world can motivate them—there will be no movement from their present position.

SECOND, THEY MUST HAVE A WAY OF GETTING IT. It does no good to want something when there is no practical, visible way of ever achieving it. Only when people see a path, a way of acting and behaving that will move them toward their objective, will they be motivated toward it. A vital step in motivating anyone is to point out that path—through hard work, imagination, cooperation, or whatever is required.

THIRD, PEOPLE MUST BELIEVE THAT THEIR EFFORTS, IF SUCCESSFUL, WILL BE REWARDED. Many people have goals and see ways of achieving them, but lack the faith that their efforts will be fairly rewarded.

A boss is a person who is always early when you're late and late when you're early.

HARD WORK and ambition can carry us far, even if we don't have much formal education. A junk dealer in a northeastern state who is a millionaire never got beyond the eighth grade. When asked how he managed to do so well in spite of this, the fellow replied: "Well, it ain't hard, really. I just buy things for \$1 and sell them for \$4. You'd be surprised how fast that three dollar profit piles up."

DON'T KEEP forever on the public road. Leave the beaten track occasionally and drive into the woods. You will be certain to find something that you have never see before. One discovery will lead to another, and before you know it you will have something worth thinking about to occupy your mind. All really big discoveries are the results of thought.

Alexander Graham Bell.

SHOULD ALL the people suddenly become wise, mature and well-controlled, there would be nobody left to write about, laugh about and sympathize with.

Stanley B. Stefan



TEN WAYS TO COMBAT HOSTILITY

If you are finding hostility or hate developing in your school, try the following prescription for an effective cure.

1. **TAKE ACTION:** Do something that draws a positive response against hate.
2. **ESTABLISH A PARTNERSHIP:** You could gather ideas and form a group of culturally diverse people in your school or church.
3. **SHOW SUPPORT FOR VICTIMS:** It is good to show that you care about the victim. It is understood that he/she may feel defensive, fearful or isolated.
4. **RESEARCH.** Investigate the hate group: What symbols or words do they use? What agenda do they have? Anti-hate organizations frequently update their information. Share what you find out with an appropriate audience.
5. **PRODUCE POSITIVE RESPONSES:** Find a way to focus on the issues and less on the emotion so that your message is communicated effectively. Students are often very helpful when needed to plan and execute an event.
6. **TEACH TOLERANCE:** Some schools have been experiencing the results of hate within their student populations. It has affected the way school administrations watch their student bodies. It has affected the way they help to maintain a state of inclusion. Design curriculum that must be used all year long.
7. **COMMUNITY PERSPECTIVE:** Take frequent formal or informal surveys of your school's image in the community. What is being said about the ways discipline and hate are handled?
8. **SCHOOL NEWSLETTER:** Prepare information or positive reports on eradicating hate.



THIRTEEN WAYS TO MAKE CHILDREN WANT TO READ

1. **Make reading accessible.** Keep books and other reading material where students can easily get to them.
2. **Make reading a priority.** Set aside a special time every day for group or silent reading time.
3. **Model a love of reading.** Share stories and articles you read. Join students when they read.
4. **Read what students read.** This way you can talk about it.
5. **Set aside time in class to discuss what students are reading.**
6. **Include parents.** Encourage them to set aside family reading time and go to the library.
7. **Turn students into teachers.** Have them read to younger students, younger brothers and sisters and neighbors.
8. **Have students apply what they read.** Let them write about it, interpret it through drawings and act it out in a reader's theater.
9. **Introduce students to favorite authors through videos, books, magazine and newspaper articles.**
10. **Allow students to decide** how they will report on the books they have read. While some may want to do traditional written reports, others might develop skits, puppet shows or even songs about their books.
11. **Create a classroom recommended reading list.** Students might add short "reviews" of books they think other students might like to read.
12. **Start a classroom book club.** Students choose the books they will read from a short list. At the end of the month they discuss what they have read and vote to decide the "book of the month."
13. **Have an occasional read-a-thon.** Invite parents to join your class for one or two hours occasionally to just sit and read with or to your students.



WINNING COPING STRATEGIES

Teachers very often suffer from burnout before the school year is half over. Here are some strategies that will help you cope.

1. Try to keep things in perspective.
2. Try to avoid confrontation.
3. Try to relax after work.
4. Try to take immediate action on the basis of your present understanding of the situation.
5. Think objectively about the situation and keep your feelings under control.
6. Stand back and rationalize the situation.
7. Try to diffuse potential stressors before they escalate.
8. Try to reassure yourself that everything is going to work out all right.
9. Do not let the problem go until you have solved or reconciled it satisfactorily.
10. Make sure people know that you are doing your best.
11. Try to forget work when the school day is finished.
12. Consider a range of plans to deal with the stress and then set priorities.
13. Express your feelings and frustrations to others so that they can help you.
14. Express your irritations to colleagues at work just to let off steam.
15. Try not to worry about it, channel your energy into finding resolutions.
16. Engage in pleasurable activities outside of work.
17. Trust yourself and be optimistic about outcomes.

Stressed?



Qualities of a Great School

- 1. Principal Leadership:** Great principals, those who merit a rating of 5, create and maintain a culture of achievement and support throughout the school. They establish high expectations for academics, behavior and spiritual life and do everything possible to attract, develop and support quality teachers. Great principals ensure that teachers have specific plans for student learning and ways to assess student progress. They have the courage and stamina to seek ambitious goals for the school, and hold themselves and staff members accountable for showing progress toward these goals. In addition, they are accessible to parents and other members of the school community and respond to their concerns.
- 2. Teacher Quality:** Good teachers establish high expectations for academics and behavior. They are well organized and have a clear plan for what students should be learning on a daily, monthly and yearly basis. They know their subject matter, and they use multiple teaching strategies to reach students who come to school with varying skills and interests. They give regular feedback to students and challenge them to achieve their personal best. At the same time they go to great lengths to care for and support students personally. They communicate openly and clearly with parents and work well with their colleagues.
- 3. Extracurricular Activities:** A high rated school involves a large number of students in a variety of extra-curricular activities, including sports, the arts, and intellectual and cultural interests. Teachers and coaches will supervise extracurricular programs, pay attention to character development, as well as the level of performance and commitment to the activity. Make scholarships available for activities that require a fee.
- 4. Parent Involvement:** In a highly rated school, parents play important leadership roles in the Home and School organization. A school with strong parent involvement attracts a large percentage of parents to school functions. The school offers a variety of opportunities for parent participation such as school events, classroom projects and schoolwide committees. Parents are respectful to teachers and the principal, and the teachers and principal seek out and value input from the parents.
- 5. Safety and Discipline:** In a school that merits a 5, the staff and parents work together to coordinate and maintain high expectations for student behavior. Discipline procedures are clear and are carried out consistently. Bullying, gang activities and oppressive behavior, such as sexism and racism are not tolerated. Students feel safe when they are dropped off at school. The campus is tidy, the restrooms and cafeteria are clean. The playground equipment meets safety codes, and recesses are well supervised. Schools that pay attention to safety do not provide easy access to strangers.

Courtesy of http://www.greatschool.net/cgi-bin/static/what_ratings_mean.html/ny



Pointers for Parents to Help Students Learn

Adapted from "Helping Students Learn"

Stress the Importance of Attending Every Class

Some students don't value attendance. Tell your teenager that you expect him or her to be in every class, every day no matter what other students do. Explain that even if the subject is challenging, he/she does not like that subject, getting through it will lead to bigger and better things in the future.

Expect your Child to Obey School Rules

Parents can play a role in keeping school safe. This will help students focus on learning. One way is to support school rules. Answer the following questions. If you can answer yes to the following school rules then you know that you are aiding in enforcing school rules.

- I require my child to follow school rules. _____
- I keep the school handbook in a convenient spot where my child can read it. _____
- I explain why school rules are important. _____
- I talk with my child about problems at school. _____
- I stay in touch with my child's teachers. _____

If you could answer yes to these questions, it is an indication that you are building your family's support for school safety.

Expect your child to be respectful

- If your child yells something rude, stay composed. Simply look him or her in the eye and say, "We do not speak to each other like that in this family." That is disrespectful. Then wait until he/she is ready to be polite to talk further.
- Once you have discussed something that your child wants, make a firm decision, then stick to it.
- The best way to teach respect is by example. If you treat your child lovingly and fairly, she'll learn that this is the way to behave.

Encourage Hard Work

Thomas Edison once said that "Genius is one percent inspiration and 99% perspiration." In other words, great effort counts for a lot.

Here are some ways to encourage your child to try hard:

- Recognize progress. It takes many steps to achieve a goal. It's nice to be cheered along the way.
- Focus on effort. If your child brings home an impressive grade, say more than "Great Job!" You may add, "You put hours of work into that, it really shows."

Review past assignments when preparing for examinations

Should your child throw away old assignments? Probably not. It is a great help when reviewing for a test. Looking back at paperwork can help.



Achievement Award

This award is presented to

Insert name here

for outstanding achievement in

Insert subject

signature _____ *date* _____

name of school goes here



Student of the Week

Congratulations!

Insert name here

Insert subject

Student of the week

signature

Date

name of school goes here



Student of the Month

Congratulations!

Insert name here

Insert subject *Student of the Month*

signature

Date

name of school goes here



(put title here)

is presented to

Insert name here

for

Insert appropriate comments here

signature

date

name of school goes here



An Apple From the Teacher

Insert name here

is hereby awarded an apple from

Insert teacher's name here

for

Insert appropriate comments here



signature

date

name of school goes here



A Together Staff . . .

*The staff that prays together, stays together
The Staff that works together, stays together
The staff that is informed supports the administration
The Staff that communicates supports each other*

Communication is the crux of a smoothly run school. One principal of a PK - 12 SDA school found that keeping the staff informed made a huge difference in support. A Staff Hotline is emailed to faculty/staff on a DAILY basis. Take a look at the template on the following page. When the staff is informed on a regular basis, they feel like they are part of a team.

“Effective communication is no more a natural skill than leadership is a born trait. Very few powerful communicators just opened their mouths and let the words naturally flow out. Most leaders learned, developed, practiced, and refined their communication skills through a lot of hard work and conscientious effort. They learned how to sell and persuade. They learned how to infuse a well-formed case or logic with emotional appeal. They were able to light their logic on fire.”

- from Jim Clemmer's article, "Communication Strategies, Systems, and Skills"



Staff Hotline ~



What worked yesterday

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- *
- *
- *
- *

What needs work today

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- *
- *

News and information

- *
- *
- *



It's elementary

- *
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- *



Secondary to none

- *
- *
- *



Prayer & praise

- *
- *



Inspiration

- *
- *

ATTITUDE IS EVERYTHING

In everything give thanks: for this is the will of God in Christ Jesus concerning you. 1Thessalonians 5:18

Jerry was the kind of guy you love to hate. He was always in a good mood and always had something positive to say. When someone would ask him how he was doing, he would reply, "If I were any better, I would be twins!"

He was a unique manager because he had several waiters who had followed him around from restaurant to restaurant. The reason the waiters followed Jerry was because of his attitude. He was a natural motivator. If an employee was having a bad day, Jerry was there telling the employee how to look on the positive side of the situation. Seeing this style really made me curious, so one day I went up to Jerry and asked him, "I don't get it! You can't be a positive person all of the time. How do you do it?"

Jerry replied, "Each morning I wake up and say to myself, Jerry, you have two choices today. You can choose to be in a good mood or you can choose to be in a bad mood. I choose to be in a good mood. Each time something bad happens, I can choose to be a victim or I can choose to learn from it. I choose to learn from it. Every time someone comes to me complaining, I can choose to accept their complaining or I can point out the positive side of life, I choose the positive side of life."

"Yeah, right, it's not that easy," I protested.

"Yes it is," Jerry said. "Life is all about choices. When you cut away all the junk, every situation is a choice. You choose how you react to situations. You choose how people will affect your mood. You choose to be in a good mood or bad mood. The bottom line: It's your choice how you live life."

I reflected on what Jerry said. Soon thereafter, I left the restaurant industry to start my own business. We lost touch, but often I thought about him when I made a choice about life instead of reacting to it.

Several years later, I heard that Jerry did something you are never supposed to do in a restaurant business: he left the back door open one morning and was held up at gunpoint

by three armed robbers. While trying to open the safe, his hand shaking from nervousness, slipped off the combination. The robbers panicked and shot him. Luckily, Jerry was found relatively quickly and rushed to the local trauma center. After 18 hours of surgery and weeks of intensive care, Jerry was released from the hospital with fragments of the bullets still in his body.

I saw Jerry about six months after the accident. When I asked him how he was, he replied, "If I were any better, I'd be twins. Wanna see my scars?"

I declined to see his wounds, but did ask him what had gone through his mind as the robbery took place. "The first thing that went through my mind was that I should have locked the back door." Jerry replied. "Then as I lay on the floor, I remembered that I had two choices: I could choose to live, or I could choose to die. I chose to live."

"Weren't you scared? Did you lose consciousness?" I asked.

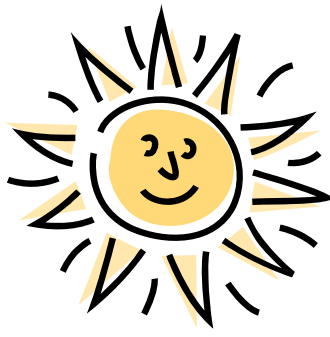
Jerry continued, "The paramedics were great. They kept telling me I was going to be fine. But when they wheeled me into the emergency room and I saw the expressions on the faces of the doctors and nurses, I got really scared. In their eyes, I read, 'He's a dad man.' I knew I needed to take action."

"What did you do?" I asked.

"Well, there was a big, burly nurse shouting questions at me," said Jerry. "She asked if I was allergic to anything. 'Yes,' I replied. The doctors and nurses stopped working as they waited for my reply. I took a deep breath and yelled, 'Bullets!' Over their laughter, I told them, 'I am choosing to live. Operate on me as if I am alive, not dead.'"

Jerry lived, thanks to the skill of his doctors, but also because of his amazing attitude. I learned from him that every day we have the choice to live fully. Attitude, after all, is everything.

Francie Baltazar-Schwartz



A Bit of Humor

Share these actual excuses with your teachers and enjoy a little laughter to lighten your stress.

EXCUSES

The following is a collection of “actual excuse notes from parents (including spelling)” from the Office of Educational Assessment at the University of Washington.

- ☺ My son is under a doctor’s care and should not take P.E. today. Please execute him.
- ☺ Please excuse Lisa for being absent. She was sick and I had her shot.
- ☺ Dear school: Please ekscuse John being absent on Jan. 28, 29,30,31,32, and also 33.
- ☺ Please excuse Gloria from Jim today. She is administrating.
- ☺ Please excuse Roland from P.E. for a few days. Yesterday he fell out of a tree and misplaced his hip.
- ☺ John has been absent because he had two teeth taken out of his face.
- ☺ Megan could not come to school today because she has been bothered by very close veins.
- ☺ Please excuse Ray Friday from school. He has very loose vowels.
- ☺ Please excuse Tommy for being absent yesterday. He had diarrhea and his boots leak.
- ☺ Irving was absent yesterday because he missed his bust.
- ☺ Please excuse Jennifer for missing school yesterday. We had to get the Sunday paper off the porch, and when we found it Monday, we thought it was Sunday.
- ☺ Sally won’t be in school a week from Friday. We have to attend her funeral.
- ☺ My daughter was absent yesterday because she was tired. She spent a weekend with the Marines.
- ☺ Gloria was absent yesterday as she was having a gang-over.



We've Come This Far by Faith

As the school year draws to a close, here are some activities to help maintain school spirit.

- ✚ God loves all His creatures big and small. The first full week of May is Be Kind to Animals Week and National pet Week. Discuss God's love as creator of animals. Allow students to bring their pets to school for a show and tell assembly. Be careful that parents know in advance so that children with allergies will be able to participate.
- ✚ We are a family. The first Sunday and the first full week of May is National family week. Send a note of encouragement and appreciation to your school families. Provide activities at school that would enable your school families to spend time getting to know each other. Have a family picnic at school and invite the children and their families to come and play together.
- ✚ Teachers are special! The second week of May is teacher's appreciation week. Encourage your students to send notes of appreciation to their teachers and show them in little ways that they appreciate them. Provide your staff with flowers and let them know that they are appreciated.
- ✚ God created Mothers. The second Sunday of May is mother's day. Send a card or note to your students' mothers. Tell them that you appreciate them and thank them for their support. Have the students make cards and gifts for their mothers. Give them ideas on ways they can make mother's day a special one for their mother.
- ✚ Memorial Day is the last Monday of May. Have a special assembly that will honor all parents, grandparents, church members and community members who have served in the military.
- ✚ Children are a gift from God. The second Sunday in June is children's day. Have a special fun day full of events that children will love (relays, contests, games, popcorn, ice cream, etc.).
- ✚ God created Fathers. The third Sunday in June is father's day. Send a card or note to your students' fathers. Tell them that you appreciate them and thank them for their support. Have the students make cards and gifts for their fathers. Give them ideas on ways they can make father's day a special one for their father.

Challenging and Defiant Students



Every teacher has met or will meet the angry, hostile child. Understanding the reasons for his defiance is necessary to help him – Understanding ways to meet his defiance is necessary to help you. You can't hit him/her. You can't shoot him/her. Your only choice is to pray to ask for guidance from your heavenly father and try to learn how to cope with him/her.

This child appears to distrust people – it will be your job to help him/ her to trust you. The first conference won't be easy. *Don't give up.* When you talk with him, explain that his behavior disrupts the class. Let him know that such behavior can lead to serious consequences and that you want to help him avoid this.

- Be friendly
- Don't bawl him/her out
- Be genuinely interested in him/her
- Find out all you can about him/her
- Be sympathetic, and try to understand why he/she acts that way



Mean while, back in the classroom, if the aggressive behavior continues:



- Be firm but be kind – consistent in enforcement
- Praise good behavior in public and in private.
- Show trust in him y giving him responsibility the he/she can handle
- Isolate him/her from the rest of the group
- Spell out the consequences of poor behavior... follow through

Talk with his/her parents. Get all the help you can – the principal, the school psychologist if you have one, and other teachers. You will need more conferences with the child. Then add it up! Look at the whole picture. Is his behavior related to a certain time, a certain class, or a certain person? Use what you have learned.

Administration and Tips

If his/her conduct continues to disrupt the class, remove him/her quietly, matter-of-factly, from the room in accordance with your school's policy. Remember; don't lose your temper or your patience. Don't give him the satisfaction of having created a big issue or a big scene. Do it as calmly and routinely as possible.

Don't be disillusioned if you did not succeed in changing his behavior. It took him/her a long time to get this way and it may take him/her a long time to change. You may have helped him/her more than you know.

