

## **MAKE YOUR DAY COUNT SUBSTITUTE SURVIVAL SHEET (revised 9/00)**

MAKE YOUR DAY COUNT is the Sonoran Sky Citizenship Program that you will be using while you substitute here. It is used throughout our school and is based on one rule that you will see posted in each classroom. **NO ONE HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY OR WELL BEING OF OTHERS.**

Implementing the program involves two procedures: 1) Points, and 2) Steps. The students should be very helpful during the day and as the system is used. The best approach you can take upon students' entrance is to let them know what you will be expecting for them to earn full points and your hopes that every student will make their day count.

### **POINTS**

Students earn points by doing what is expected and doing the best they can. Students in my class earn \_\_\_\_\_ points during the regular class periods and \_\_\_\_\_ points during lunch/recess and special area classes.

At the beginning of each class, remind students that they can earn full points by doing what is expected. Review what you expect, especially if anything special is occurring. Do points at these times:

Time    Maximum Points Possible

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

During a special area class, that teacher makes point decisions.

Point Procedure: 1st Round Go down list of names. Child will give points earned. If not maximum, will give reason. Record amount. 2nd Round Go down list of names again. You may disagree with a child's points. This is a change from the regular routine and will only be used when a substitute is here.

Remember you may and should disagree with any student's points that did not take into account inappropriate behavior such as not being on task, not following directions, being disrespectful, late for class, missing homework, etc.

Also remember that you want to be fair with points. Remember that a child can not earn \_\_\_\_\_ points during the total day to NOT MAKE HIS/HER DAY. Be reasonable with your disagreements.

Students in my class that can help you with this procedure are:

---

## **STEPS**

"Steps" is a time away type of procedure to remove a child who is causing interference in the academic setting. Here's how it works.

Step 1: Walk over to the child who is interfering with learning or safety and whisper "You are on Step 1 for..." (state behavior). Child will stand up and move to a chair facing away from the class. Wait only 2-3 minutes then go over to the child and say, "How did you get to Step 1?" Student states the reason why he/she is on Step 1, the teacher then asks, "Do you need more time?" If the answer is "No," the student returns to the setting. If he/she cannot say why, repeat the reason again and start the procedure over.

Step 2: If a student does not sit quietly on Step 1, you tell him that he is on Step 2 which means that he now stands. You say, "You're on Step 2 for..." (talking, kicking wall, turning around, etc.). Again, return in 2-3 minutes and ask, "Why are you on Step 2?" A correct response means that a student moves back to Step 1 and back to his seat in successive segments. If he is not successful, you repeat the reason he is on Step 2 and then leave and come back to go through the same dialogue. Why? Do you need more time?

Generally, as a substitute, if you use Step 1 as a discipline technique as a first approach to a classroom problem, it will demonstrate to the class that you are familiar with the program and that you fully expect them to use appropriate behavior. There are actually 5 steps in the program with certain behaviors that constitute more extreme measures, such as immediate advancement to Steps 4 and 5.

### **Tips on Steps**

- As little time as possible should be spent with the student on steps.
- Steps should be private, non-threatening, nonjudgmental, and non-reinforcing. They are not to be used from across the room and are not to be used as a punishment.
- Steps ONLY come when interfering with the learning or safety of others. Teachers/students will handle all other inappropriate behavior during points.
- When placing or releasing a student from steps, the teacher should not touch, make eye contact, or use voice inflections, which may suggest reinforcement or judgment.

Thanks to Sonoran Sky Elementary School  
Paradise Valley School District  
Arizona