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SafeSchools Online Training

REMINDER.....

All substitutes must complete SafeSchools Training for the 2018-2019 school year.

1. Using your web browser, go to the web page <http://clayton.mo.safeschools.com> (No "www" is necessary.)
2. In the upper right area of the web page, enter your username and "Sign In". Your username follows this format: FirstNameLastName EXAMPLE: John School would be JohnSchool. A password is not required.
3. Your assigned courses are listed on your personal SafeSchools Training home page under "Mandatory Training."

2018-2019 Substitute Handbook

The 2018-2019 Substitute Handbook has been posted on the Substitute Resources webpage. Please take a few minutes to refamiliarize yourself with your role as a substitute in our District! Substitutes are critical for the continuation of the learning process when our staff are absent. Whether substitutes are giving direct instruction, monitoring students or assisting staff they ensure the day is purposeful and productive.

Five Skills for Effective Classroom Management

The school year is well under way and everyone is settled into daily routines. Now is a great time to review five skills to help you, the substitute teacher, maintain an orderly classroom so maximum learning takes place while the classroom teacher is away.

Skill #1: Get and keep students on-task

Get students involved in learning activities quickly and keep them on-task by actively monitoring the classroom. Have enrichment activities ready for students that finish early. Give specific instructions for transitioning from one activity to the next.

Skill #2: Maintain a high rate of positive teacher-to-student interactions

Compliment or acknowledge the appropriate actions and efforts of students. Reinforce the behaviors you want to continue. Foster an environment where it is "OK" if the answer they give is wrong.

Skill #3: Teach expectations

Communicate to students the behaviors you expect as clearly and concisely as possible. State expectations in terms of what students should be doing, rather than a list of don'ts.

Skill #4: Respond non-coercively

When inappropriate student behavior is consequential and cannot be overlooked, respond calmly in a firm but unthreatening manner. Moving closer to the student, restating expectations, acknowledging the appropriate behavior of others, redirecting student actions, and applying pre-determined consequences are some of the non-coercive strategies that can be used.

Skill #5: Avoid being trapped

The seven traps to avoid in the classroom are:

- Criticism Trap
- Common Sense Trap
- Questioning Trap
- Sarcasm Trap
- Threat Trap
- Physical and Verbal Force Trap
- Despair and Pleading Trap

Additional classroom management strategies can be found in the Substitute Teacher Handbook in each library and at STEDI.org.

Instructional Strategy: Questions, Questions, Questions

We use them everyday in the classroom to promote thinking and assess what students know. Good questions will cause students to think and encourage participation. However, just as important as the question itself is the method in which it is presented and the answers are elicited. Ask, Pause, Call is a simple strategy. Ask a well thought out question. Pause 5-10 seconds to give students time to think. Call on a specific student to respond and pause again after the initial response to give a chance to add to the answer. After a student answers, acknowledge their response in a positive way, even if it wasn't exactly what you were looking for. Rephrase or ask follow up questions if needed to get the correct answer.

Tip of the Month

Teaching behavior and academic expectations up front will help to create an environment that is conducive to teaching and learning.

Quote of the Month

"By learning you will teach, by teaching you will learn."

-Latin Proverb

Computer Access

Each building allows you to have internet access in order to search Frontline Absence Management formerly Aesop for assignments and give feedback at the end of the day. The user name is "subsub" and the password is "Oct2018!" at all buildings.

Stedi Fall Giveaway

It's time for the Fall Giveaway! If you are a current substitute teacher, head over to STEDI.org/Giveaway and submit your name and email address. The grand prize is an Apple Watch!

Thank you for all you do to help the teachers and students in the district. You are making such a huge difference.

Best Wishes,
Jessica Smith
Substitute Teacher Trainer
STEDI.org

Calendar

Oct. 2-4	Elementary Umbrella Meetings	High Needs
Oct. 6	CHS Homecoming Parkway Central vs Clayton High	Gay Field
Oct. 9	Lab Classroom	High Needs
Oct. 10	Cognitive Coaching	High Needs
Oct. 10	Board of Education Meeting	7pm Administrative Building
Oct. 12	No School For Students	
Oct. 18	Early Dismissal for Students	Check with building administrator before leaving for the day
Oct. 19	No School For Students	
Oct. 23-24	Lab Classroom	High Needs
Oct. 23	CHS Orchestra Concert	CHS Auditorium
Oct. 24-25	AMLE Conference	High Needs
Oct. 24	Board of Education Meeting	7pm Administrative Building
Oct. 25	Wydown Band Fun Night	4-9pm WMS Auditorium
Oct. 25	Meramec Kdg. Spotlight Concert	6-7pm Meramec Elementary School
Oct. 30	Lab Classroom	High Needs
Oct. 31	Halloween	
Nov. 1	Lab Classroom	High Needs
Nov. 1	CHS Choir Concert	7:30-8:30pm CHS Auditorium
Nov. 2	Early Release	Please check with building administrator before leaving
Nov. 6	District Wide Professional Development	No School for Students
Nov. 7	Lab Classroom	High Needs
Nov. 7	Board of Education Meeting	7pm Administrative Building
Nov. 8	Lab Classroom	High Needs
Nov. 8	CHS Symphonic Band/Brass Choirs Concert	7:30pm CHS Auditorium

Nov. 13	Elementary Umbrella Meetings	High Needs
Nov. 14	Wydown Choir Concert	7-8pm WMS Auditorium
Nov. 15	Elementary Umbrella Meetings	High Needs
Nov. 15	Wydown Orchestra Concert	7-8pm WMS Auditorium
Nov. 21-23	Thanksgiving Break	
Nov. 27	Lab Classroom	High Needs
Nov. 28	Elementary Specialists Umbrella Meeting	High Needs
Nov. 28	Board of Education Meeting	7pm Administrative Building
Nov. 29	Elementary Specialists Umbrella Meeting	High Needs

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