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August 2019

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## SafeSchools Online Training

REMINDER.....

At the beginning of each school year, the District requires compliance training for every person who works, coaches, volunteers, or substitute teaches in the District. Many employees choose to start their training before school resumes in August, therefore the courses assigned for 2019-2020 are now available and can be accessed through SafeSchools. These training assignments are due to be completed by October 1st.

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."

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## 2019-2020 Substitute Handbook

The 2019-2020 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.

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## Proactive and Positive

As a new school year begins, in the School District of Clayton, take time to review the following ten tips for substitute teachers from those who have walked the road before.

- Clearly establish your behavior expectations early in the day.
- Do not dismiss classes early for lunch, recess, or break, unless the plans say to do so or a neighboring teacher states it is okay.
- If there is not a seating chart, or nametags on desks, quickly create one. Student behavior is much easier to manage when you can call them by name.
- Never release students from school without expressed permission from the office.
- Allow only one student at a time to leave the classroom to go to the rest room, library, etc.
- If classroom sets of calculators, books, art supplies, etc., are used, make sure all are returned before dismissing the class.
- Monitor students by walking around the room. Students will be more likely to stay on-task if you are actively monitoring.
- Follow the plans left by the permanent teacher as closely as possible.
- In your Aesop feedback report note any changes made or incomplete lessons.

Reinforce appropriate behavior every chance you get. It is easy to overlook appropriate behavior, especially when inappropriate behavior is clamoring for your attention. However, one of the most efficient ways to eliminate inappropriate behavior is to ignore it while you positively reinforce behaviors being modeled by other students.

Reinforcing appropriate behaviors with positive interaction will frequently decrease the undesirable ones, as students seek the positive consequences available to them. On the other hand, the use of negative methods to manage student behavior might result in immediate compliance, though it is usually short lived.

Reinforcing appropriate behavior does not mean you have to completely ignore students who are misbehaving. It means you need to overlook their inappropriate behavior and find something positive to say to them. For example if a student is not working on their assignment you might be able to say something like, "thanks for remembering to put your name on your paper. I'm going to be back in a few minutes to see how you have done on the first three problems." Not only did you say something positive, but you also set the stage for them to receive more positive teacher attention in the near future.

To be most effective you should be very specific in your positive reinforcement. Instead of saying, "thanks for working so hard today," you might say, "thank you for finishing your assignment and helping the others in your group." Instead of saying, "good job lining up for lunch," you could say, "thank you for walking quietly to the lunch line and keeping our hands to yourself." Be very specific when acknowledging the behaviors you want to see repeated.

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## Teaching Strategy

Not all learning activities are designed to be completed independently. Sometimes specific assignments will call for students to work together in cooperative groups. If the teacher does not have groups listed you can make them by counting off or by using the seating arrangement. Keep groups between two and five people and do not let students self-select their groups.

Once Groups are defined give the assignment instructions, establish behavior expectations, and set a time limit. Have the students repeat back to you the information to ensure understanding. Establish and define specific group member roles; such as recorder, timekeeper, materials manager.

Once the activity is under way, monitor groups by walking around. Be sure to give positive feedback to those groups and/or members who are following the instructions and expectations.

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## SubPack

Just a reminder that now is the time to assemble or restock your SubPack for the new school year. With back-to-school sales in full force, it is a great time for stopping by your favorite store to find some real deals and new ideas. As you put your SubPack together keep in mind that there are four main categories of items to include:

1. Classroom supplies (pens, paper, glue, scissors, etc.)
2. Rewards & Motivators (stickers, stamps tickets, certificates, etc.)
3. Personal & Professional items (clipboard, water bottle, whistle, etc.)
4. Activity ideas & Materials (prepared lessons, 5 minute fillers, read aloud book, etc.)

A well stocked SubPack will help you be prepared for whatever may happen during the school day. When you are prepared, you will have a good day. When you have a good day, your students feel successful.

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## 5 Minute Fillers

Frequently, as we follow the plans of the permanent teacher, we have an extra five minutes in the schedule before we transition to the next activity or class. These are the times when you need to be prepared with a filler activity to keep students engaged. There are several ways to be prepared:

- Create your own activities based on the level and/or subjects you teach. Many websites can help you with ideas and decide what is appropriate.
- Go to the Substitute Teacher Institute website <http://stedl.org/> to find tried and true activities that fit your needs.

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## Computer Access

Each building allows you to have internet access in order to search Aesop for assignments and give feedback at the end of the day. The user name is "subsub" and the password is "Aug2019!" at all buildings.

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## Calendar

Aug. 13	Classes Begin	
Aug. 27	Lab Classroom	High Needs
Aug. 30	No School For Students	
Sept. 2	Labor Day	No School
Sept. 4	Cognitive Coaching	High Needs
Sept. 12	Lab Classroom	High Needs
Sept. 13	Early Release	Check with administrators before leaving for the day
Sept. 19	Lab Classroom	High Needs
Sept. 21	CHS Home Coming	
Sept. 23-26	6th Grade Camp	High Needs
Sept. 25	Board of Education Meeting	7pm Administrative Building
Sept. 27	Early Release	Check with administrators before leaving for the day

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