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September 2018

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## 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.

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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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## 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."

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### Tip of the Month

As substitute teachers, we want to make a good impression on the permanent teacher so that we may be requested for future jobs. One way to make a good impression is by leaving the classroom the same way you found it.

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### Quote of the Month

"The way to gain a good reputation is to endeavor to be what you desire to appear."

-Socrates

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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 "Sept2018!" at all buildings.

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### Calendar

Sept. 3	No School	Labor Day
Sept. 5	Cognitive Coaching	High Needs
Sept. 10-11	Rosh Hashanah	High Needs
Sept. 14	Early Release	Check with building administrator before leaving for the day
Sept. 15	Board of Education Meeting	7pm Administrative Building
Sept. 18	Lab Classroom	High Needs

Sept. 19	Yom Kipper	High Needs
Sept. 21	Adaptive Schools	High Needs
Sept. 24-25	Sukkot	High Needs
Sept. 25-28	6th Grade Camp	High Needs
Sept. 26	Board of Education Meeting (Tax Rate)	7pm Administrative Building
Sept. 28	Early Release	Check with building administrator before leaving for the day
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. 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 Nigh	4-9pm WMS Auditorium
Oct. 25	Meramec Kdg. Spotlight Concert	6-7pm Meramec Elementary School
Oct. 30	Lab Classroom	High Needs
Oct. 31	Halloween	

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