



GUEST TEACHER HANDBOOK

2020-2021



Human Resources

St. Vrain Valley Schools

Taking Public Education by #StVrainStorm

In St. Vrain Valley Schools, we are all part of a greater purpose in advancing public education across our community and beyond. We have a vision for a strong public education system that is not only preparing our students for graduation and postsecondary success, but is giving them a strong competitive advantage to compete with anyone, anywhere, anytime, for any job in the world.

We believe public education is the foundation that drives the success of our nation. It is through our public schools that our communities are safer, our economies are stronger, our property values are higher, and our future is brighter. Across St. Vrain Valley Schools, we are taking public education by #StVrainStorm – our shared passion and commitment to advancing academic excellence and student success. Whether we are in our classrooms, competing and performing across the state, hiking with our families, or traveling the world, we keep public education close to our hearts and champion academic excellence wherever we go.

Follow our #StVrainStorm hashtag on Twitter to see the outstanding things taking place every day across all of our schools and departments.

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Welcome to St. Vrain!

St. Vrain Valley Schools (SVVSD) is pleased to welcome you as a member of our valued and important team of guest teachers. We want to wish you the best in your teaching experiences with St. Vrain Valley Schools. Your success is important to our students and to the smooth operation of our schools. Students will be depending on you for their continued learning in the absence of their regular teacher. We know, however, that your job is not always easy. We think that you are up to meeting the challenges, and we are committed to doing all we can to make your teaching experience with us successful, for both you and our students. We want you to know that we value your contribution to our educational program, and that we consider you an important member of our educational team.

Contact Information

Substitute Absence Management System (SAM)

800-942-3767
app.frontlineeducation.com

Substitute Coordinator

LeAnn Cooper
303-682-7393
suboffice@svvsd.org

SAM Back-up Operator

Julie Gregory
303-682-7386
suboffice@svvsd.org

Human Resources Fax

303-682-7366

District Website

www.svvsd.org

Colorado Department of Education

303-866-6628
www.cde.state.co.us

Colorado Public Employees' Retirement Association (PERA)

303-832-9550
www.copera.org

Workers' Compensation

Heather Keith
303-682-7428

Utah State University - Substitute Teaching Institute

<http://stedi.org>

Employee Portal - Paystubs access

iv.svvsd.org

Computer Help Desk

303-702-7730
<http://tech.svvsd.org/helpdesk>

Substitute Technology Help Page

<http://tech.svvsd.org/subs/>

Email access

mail.svvsd.org

Pay Rates 2020-2021

Guest Teacher – Regular Pay

Full day – \$105.00

1/2 Day (3 1/2 hours or less) – \$52.50

Guest Teacher – Long-Term Pay

Starting on 11 consecutive day

Full Day – \$157.50

1/2 Day – \$78.75

Special Education Para Substitute Pay

Hourly Rate: \$14.05 – No Long Term Incentive Pay

Preschool Special Education Para or Regular Preschool Para

Licensed Guest Teachers – Guest Teacher Regular Pay

No Long Term Incentive Pay

Unlicensed Classified Subs hourly rate: \$13.43

Pay Dates 2020-2021

9/30/2020

10/30/2020

11/30/2020

12/31/2020

1/29/2021

2/26/2021

3/31/2021

4/30/2020

5/28/2021

6/30/2021

Payroll Cut-Off Dates

The payroll cutoff for all licensed guest teachers who are paid through the SAM system is the 10th of the month. For example, 08/1/2020 through 09/10/2020 jobs will pay on 09/30/2020.

Long Term Guest Teaching

1. A guest teacher is considered “long-term” when he/she has the same assignment on the 11th consecutive day. The rate for long-term pay changes to \$157.50 per full day from the 11th day until the end of the assignment. (Days 1-10 will remain at the rate of \$105 per day.) If the long-term assignment is broken, the days for long-term pay start over at \$105 per day. The guest teacher will need to contact the substitute office to adjust the job and get a different guest teacher for any break in the consecutive count.
2. A guest teacher will be recommended for the long-term assignment by the building principal. Personal interviews may also be conducted depending upon the circumstances and length of the absence.
3. A long-term guest teacher will be paid for attendance at parent/teacher conferences and regularly scheduled school in-service sessions if requested to attend by the principal. The substitute office will pay the guest teacher, via SAM, for conference time worked but all other time must be submitted on a time card and signed by the principal for extra duty hours.
4. Long-term guest teachers will not be paid for: absence from work, snow days, staff meetings, work taken home or worked on after school, or any other extra duties without prior approval from LeAnn Cooper in the Substitute Office.
5. St. Vrain does not pay long-term rates for any extended jobs for classified personnel, such as: Special Ed Paraeducators, Preschool Special Education Paraeducators, Preschool Paraeducators or Need To Hire jobs for any of these positions.

Professional Development Courses

Guest teachers are eligible to take Professional Development Classes offered by the Department of Learning Services. We highly encourage substitutes to take any classes that will help to improve instructional delivery and classroom management. Classes are optional and available at <http://www.stvrainopd.org>.

October Count

The October Count is a count of students in attendance during an 11-day window, determined by the Colorado Department of Education, that includes October 1st of each year. The District receives the majority of its funding from the count. Although taking accurate attendance is always important, during this window it is critical that accurate attendance is taken. Each building has instructions to give to teachers for taking attendance during this window. When you sign in, please ask for a copy of these instructions or check with the attendance clerk in the main office for your instructions. Attendance for each classroom must be taken in a timely manner during this count and must be signed daily by the teacher who was responsible for the classroom that day. St. Vrain appreciates your help in making sure we keep accurate records for the safety of students and that we receive the maximum funding during this important count period.

Emergency Closures

In case of inclement weather, or any natural disaster where schools are closed or delayed: SAM will call and email you about the cancellation of your job and post a web alert! The district automated system will notify you of the closing if you have elected to set up your Infinite Campus Account. See the Guest Teacher Resources page in this Handbook for instructions to set up your account. As soon as a decision to close or delay schools has been made by the Superintendent of Schools, the communication staff uses a variety of means to relay the information to the general public. The most expedient means of communication is by calling the Newsline at 303-682-7387 or by checking the district's web site at www.svvsd.org. A shortcut to this information is stvra.in/closures. We also notify the local news stations or you may call the sub office at 303-682-7393 to listen for any further instructions.

Late Start School Days

All staff across our school district are committed to meeting our school and district goals for student achievement, well-being and partnerships. Professional Learning Community (PLC) Time takes place for 2.5 hours, on 7 specific school days per year, specifically for this purpose. School buses will pick up students 2.5 hours later than originally scheduled. Guest teachers need to be at the school at least 30 minutes before Late Start begins. The "PLC Times" schedule does not apply to preschool programs. Here are the PLC late start days for 2020-2021:

September 2nd	November 4th	December 2nd	
February 3rd	March 3rd	April 7th	May 5th

Treatment for Work-Related Injuries

Workers compensation pays for medical expenses and partial wage replacement for periods of temporary disability incurred due to work-related injuries. Please complete an Employee Injury Report and email it to Heather Keith, keith_heather@svvsd.org, on the day of the accident whenever possible. This report must be received within four working days of the accident. Please submit this report even if you do not think that you need medical attention for your injury. If you sustain an injury arising out of and in the course of employment, any medical treatment must be obtained from one of the Designated Providers listed below. Services from other providers are considered unauthorized and the payment for these services is your responsibility. If you have any questions, please call Heather Keith at 303-682-7428. These designated providers will make any necessary referrals for diagnostic services, therapy, specialist visits, etc.

Boulder – Peak Form Medical Clinic 695 S. Broadway, Suite A 303-402-9283

Boulder – Concentra 1690 30th Street 303-443-0496

Brighton – Peak Form Medical Clinic 1093 E. Bridge Street 303-655-9005

Broomfield – Concentra 290 Nickel St., Suite 200 303-460-9339

Fort Collins – WorkWell 1600 Specht Point Rd., Suite 115 970-672-5100

Greeley – WorkWell 2528 W. 16th Street 970-356-9800

Longmont – Concentra 1860 Industrial Circle, Suite D 303-682-2473

Longmont – WorkWell 205 S. Main St., Suite C 303-702-1612

Longmont – WorkWell 1608 Topaz Dr. 970-593-0125

After Hours Injuries

If you are injured after 5:00 p.m. and do not need immediate medical attention, please follow up with a Designated Provider the next business day. If you need immediate medical attention after 5:00 p.m., please seek treatment at an urgent care facility, then go to a Designated Provider the next business day for follow up care.

Serious Injuries

Call 911 for injuries that seem life or limb-threatening. If you call 911, please schedule a follow up appointment with a Designated Provider as soon as possible.

Policies and Discipline

Please remember when you are subbing that you are the “Teacher of Record” for the classroom on that day. Classroom students are NOT your children or your friends; therefore:

1. Report to the office of the assigned building at least 30 minutes prior to the reporting time listed in SAM so that you can get prepared for the day (i.e. review lesson plans, prepare materials, etc.).
2. Practice appropriate touching boundaries - for example: never pat a student’s diaper, scratch a student’s back or massage their shoulders. Never touch, grab or restrain a student in a disciplinary, redirection or volatile situation unless there is an imminent risk of injury to self or others.
3. Use active monitoring and supervision strategies and never leave children unattended.

1. Do not offer or provide any food or drinks to students.
2. Practice appropriate touching boundaries - for example: never pat a student's diaper, scratch a student's back or massage their shoulders.
3. Never ever leave children unattended.
4. Do not offer or provide any food to students.
5. Always have two adults if assisting a child to the restroom or diapering.
6. Do not use profanity in the presence of students.
7. Exceptionally difficult problems of student control should always be referred to the school administrator's office.
8. Personal injury to a student or teacher should be reported to the office immediately. Any student appearing to be ill should be sent to the office with a pass.
9. No personal cell phones or other electronic devices should ever be used in the presence of students.
10. Personal work of any kind should be reserved for after work hours.
11. Substitute employment is "at will," temporary and on an as-needed basis by the District.

Responsibilities of a Substitute

- Dress professionally, setting a good example for the students.
- Locate the classroom and introduce yourself to the teachers whose classrooms are next door or are in your vicinity.
- During your 30 minute pre-start time, review the classroom teacher's daily schedule, lesson plan book, seating charts, textbooks and other materials.
- If the lesson plans are not available or inadequate for the length of substitution, contact the principal and/or complete the Feedback Form in SAM. Complete all lesson planned activities before introducing any other materials. When introducing other teaching materials, ensure that they are age and ability-level appropriate, and that they align with District policies.
- Check the attendance procedures of your assigned school.
- Start class immediately with the assigned work.
- Maintain classroom order. Refer any unusual incidents to the building principal or designated administrator.
- Keep all students in your classroom under supervision at all times. NEVER leave a class unattended.
- Consider all records and information pertaining to students confidential.
- Maintain a professional attitude. Use extreme caution in expressing personal reactions and opinions about what you observe in the classrooms of various schools. Under no circumstances should a substitute criticize a regular teacher or the students in the presence of other teachers or students.
- Complete necessary reports and grading.
- Leave desk, books and room in order and a note or business card for the teacher with your name and phone number for future assignments.
- Prepare a summary of work covered and how the day went, or complete the Feedback Form in SAM.

After Orientation

You will receive 2 emails: SVVSD email—www.mail.svvsd.org

1. An invite to create a Frontline ID for Internet access. You must set up this access from the link in this initial email.
2. A welcome letter containing your ID number and 4 or 5 digit telephone access PIN.

SAM Web Access — app.frontlineeducation.com

- Enter your Frontline ID number and PIN, and then click Sign In

Once logged in:

- Now you can view all available jobs right on the homepage. The jobs available for you to accept show in green on the calendar and in list form under the “Available Jobs” tab.
- The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the icon to view the notes.
- Some jobs may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it. You will not be able to accept the job until you select the See Details/Hide Details button. This will reveal each individual day for the job, as well as a new button, Accept Multi-Day.

SAM Phone Access —1-800-942-3767

- You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

SAM's Call-Out Times

- The morning call-out period is from 5:15 a.m. - 1:00 p.m. (The assignments SAM is calling for during this call-out period are for that day only.)
- The evening call-out period is from 4:30 p.m. - 9:30 p.m. (These calls are for future assignments)

Substitute FAQs

Q. I am a new guest teacher, where should I start?

A: Once you receive your Welcome Letter and are able to access your SAM Portal, you can begin to set up your system preferences and find available jobs! Under Frontline Support you can find help pages. Preference options allow you to define your preferred schools, call times and to change your PIN.

Q. Can an employee assign me, or request me for, his/her absence?

A. Yes, the employee can add you as one of their preferred 5 (these 5 subs are notified 1st) or the employee can prearrange you in a job, but they must call you 1st and receive your positive acceptance of the job. Make sure the employees know your last name and phone number. It is a good idea to leave a business card with your name and phone number listed and then the teacher will have the information the next time they need a substitute.

Q. A teacher would like to prearrange me for a job and the system says I am not available. Why does this happen?

A. There are several reasons why this may happen:

1. Log in to your profile.

2. Check your availability for that day; remember to check in another district which also uses Frontline's Substitute Absence Management.
3. Make sure you have the school site selected on your profile.
4. Make sure you don't have a non-work day set up in SAM
5. Check the expiration of your teaching license or substitute authorization.

Q: I am on several teachers' preferred lists, but I always seem to miss jobs because another preferred guest teacher accepted the job first. Is there a way to be more competitive?

A. Yes, there is an app for your smartphone or tablet which you can purchase, called Jobulator. To learn more about pricing and how to purchase Jobulator, please visit Jobulator.com.

Q. I have a background in Science, can I pick up a job teaching 1st grade?

A. Yes please! As a guest teacher you may accept any job posted, even Special Education!

Q. What is a supplemental job?

A. The Special Educational Department is required to conduct meetings with parents; the supplemental sub may be in many different classrooms so teachers can be in these meetings. You may be subbing in regular and/or Special Education classrooms.

Q. How can I qualify for a long-term assignment?

A. Any active guest teacher in St. Vrain who holds a Teaching License or a 3 or 5-year Substitute Authorization may do a long-term assignment, with approval from the school's Administration. Preference may be given to guest teachers who have qualifications to teach the content of the class being filled, particularly in Title 1 schools.

Q. What if the days I am available to work change from week to week?

A. If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so SAM will not offer you jobs on those days. Click the Non-Work Days tab to view your non-work days and to create new ones. If you schedule a non-work day and need to cancel it the day of, you must contact the sub office.

Q. I have been asked to sub in another classroom during my plan period(s). Am I required to give up my plan period(s)?

A. The plan period is a scheduled time that a contracted teacher uses to create lesson plans for the next school day. As a guest teacher, unless you are in a long-term assignment, you are not required to create any lesson plans. Therefore, you may be asked to sub in another classroom or complete duties for the office during plan period(s).

Q: What happens if Absence Management calls me and gets my voicemail?

A: The system will not leave a message.

Q. If a guest teacher was requested for a job and another guest teacher shows up for the same job, who gets the job?

A. The person who accepted the job via SAM. If this happens, call the sub office to be placed into a different job.

Q: It is a late start Wednesday and my job says I start at the regular bell time. What should I do?

A. The preschool program does not follow late start protocol, so if you have selected one of these jobs, then report at regular time. For any other jobs, report 2.5 hours later than the bell time listed in SAM, but still show up 30 minutes before this time as normal. The late start days are listed on page 3.

St. Vrain School List

Alpine Elementary (PK-5) 2005 Alpine St. Longmont, CO 80501 720-652-8140
Altona Middle School (6-8) 4600 Clover Basin Drive Longmont, CO 80503 720-494-3980
Aspen Ridge Preparatory School—Charter School (K-5) 705 Austin Ave. Erie, CO 80516 720-242-6225
Black Rock Elementary (PK-5) 2000 Mountain View Blvd. Erie, CO 80516 720-890-3995
Blue Mountain Elementary (PK-5) 1260 Mountain Dr. Longmont, CO 80503 720-652-8220
Burlington Elementary (PK-5) 1051 S. Pratt Pkwy Longmont, CO 80501 303-776-8861
Carbon Valley - Charter School (K-6) 4040 Coriolis Way Frederick, CO 80530 303-774-9555
Career Development Center (CDC) Vocational School and **Olde Columbine HS** (OCHS)
1200 S. Sunset Street Longmont, CO 80501 (CDC) / 303-772-3333 (OCHS) / 720-494-3961
Centennial Elementary (K-5) 10290 Neighbors Parkway Firestone, CO 80504 720-652-8240
Central Elementary (PK-5) 1020 4th Avenue Longmont, CO 80501 303-776-3236
Coal Ridge Middle School (6-8) 6201 Booth Drive Firestone, Colorado 80504 303-833-4176
Columbine Elementary (PK-5) Bilingual 111 Longs Peak Avenue Longmont, CO 80501 303-776-2840
Eagle Crest Elementary (PK-5) 4444 Clover Basin Drive Longmont, CO 80503 303-485-6073
Erie Elementary (PK-5) 4137 E. County Line Rd. Erie, CO 80516 303-828-3395
Erie Middle School (6-8) 650 Main Street Erie, Colorado 80516 303-828-3391
Erie High School (9-12) 3180 County Road 5 Erie, CO 80516 303-828-4213
Fall River Elementary (PK-5) 1400 Deerwood Drive Longmont, CO 80504 720-652-7920
Firestone Charter Academy (K-8) 5753 Twilight Ave. Firestone, CO 80504 303-772-3711
Flagstaff Academy - Charter School (K-8) 2040 Miller Drive, Longmont, CO 80501 303-651-7900
Frederick High School (9-12) 5690 Tipple Parkway Frederick, Colorado 80504 303-833-3533
Grandview Elementary 6601 Aggregate Boulevard Frederick, CO 80516 303-702-8000
Hygiene Elementary (K-5) 1968 North 75th Street Hygiene, CO 80503 720-652-8021
Indian Peaks Elementary (PK-5) Bilingual 1335 South Judson Street Longmont, CO 80501 303-772-7240
Legacy Elementary (K-5) 7701 Eagle Blvd Frederick, CO 80504 720-652-8160
Longmont Estates Elementary (PK-5) 1601 Northwestern Road Longmont, CO 80503 720-652-8101
Longmont High School (9-12) 1040 Sunset Street Longmont, CO 80501 303-776-6014
Longs Peak Middle School (6-8) 1500 14th Avenue Longmont, CO 80501 303-776-5611
Lyons Elementary (PK-5) 338 High Street Lyons, Colorado 80540 303-823-6915
Lyons Middle/Senior High School (6-12) 100 2nd Ave. Lyons, Colorado 80540 303-823-6631
Main Street School 820 Main Street Longmont, CO 80501 303-678-5662
Mead Elementary (PK-5) 520 Welker Avenue Mead, Colorado 80542 970-535-4488
Mead Middle School (6-8) 620 Welker Avenue Mead, Colorado 42805 970-535-4446
Mead High School (9-12) 12750 WCR 7 Longmont, CO 80504 720-494-3940
Mountain View Elementary (PK-5) 1415 14th Avenue Longmont, CO 80501 720-652-8261
Niwot Elementary (PK-5) 8778 Morton Road Niwot, CO 80503 303-652-2828

Niwot High School (9-12) 8989 E. Niwot Road Niwot, Colorado 80503 303-652-2550
Northridge Elementary (PK-5) Bilingual 1200 19th Avenue Longmont, CO 80501 303-772-3040
Prairie Ridge Elementary K-5 Bilingual 6632 St. Vrain Ranch Blvd. Firestone, CO 80504 720-494-3641
Red Hawk Elementary (PK-5) 1500 Telleen Ave. Erie, CO 80516 303-774-2700
Rocky Mountain Elementary (PK-5) Bilingual 800 East 5th Avenue Longmont, Colorado 80504 303-772-6750
Sanborn Elementary (PK-5) 2235 Vivian Street Longmont, Colorado 80501 303-772-3838
Silver Creek High School (9-12) 4901 Nelson Road 9:30 Longmont, CO 80503 720-494-3721
Skyline High School (9-12) 600 E. Mountain View Avenue Longmont, CO 80504 720-494-3741
Soaring Heights Elementary (PK-8) 3280 County Road 5 Erie, CO 80516 303-702-8020
SPARK! Discovery Preschool (PK) 555 8th Street Frederick, Colorado 80530 720-652-7906
Sunset Middle School (6-8) 1300 S. Sunset Street Longmont, CO 80501 303-776-3963
Thunder Valley (K-8) 600 5th Street Frederick, CO 80530 303-833-2456
Timberline (PK-8) 233 E Mountain View Longmont, Co 80504 303-772-7900
Trail Ridge Middle School (6-8) 1000 Button Rock Drive Longmont, CO 80504 720-494-3820
Twin Peaks Charter Academy - Charter School (K-12) 340 South Sunset Longmont, Colorado 80501 303-772-7286
Westview Middle School (6-8) 1651 Airport Road Longmont, CO 80503 303-772-3134

Virtual Map of school locations: <http://www.svvsd.org/boundaries>

School Websites and Information: <http://www.svvsd.org/schools>

Academic Calendar: <http://www.svvsd.org/about/departments/learning-services/school-calendar>

Substitute Resources

Help Desk

[Http://svvsd.org/helpdesk](http://svvsd.org/helpdesk)

303-702-7730 x57730

Substitute Web Page

<https://tech.svvsd.org/subs/>

SVVS Email— mail.svvsd.org

Username: lastname_firstname

St. Vrain Email Password Reset

- Must reset every 90 days
- <http://password.svvsd.org>
- Password may not include first or last name. Must have at least 1 lower and upper case letter, 1 number or symbol, and more than 8 characters.

Emergency Closure Call Set-up

St. Vrain uses the automated system “Infinite Campus” to call subs for a late start or school closure. To request an update to your emergency call personal information follow the steps listed below:

Log into Infinite Campus (ic.svvsd.org). - Use St. Vrain email username and password

Note: You need to be in Campus Tools. (Waffle > Campus Tools)- On left side of page

1. Still on the left of the screen - Go to Census > My Data > Click on Request Demographic Update. A Brief Description is Optional.
2. The Update Type is ‘I am adding or correcting my information only.’, then Scroll down and make any changes you want to the Personal Contact Information - Emergency column.
3. Then Save Request. You will not see the change automatically, the request will be processed within 24 hours.

The 8 B’s – 8 major reasons to go to the Health Room

1. Bleeding (beyond a Band-Aid fix)
2. Burning up (fever)
3. Broken Bones
4. Barfing
5. Breathing Problems
6. Blood Sugar issues (If Diabetic)
7. Bump on the head
8. Bowel / Bladder issues

District Nurses’ Office

303-772-7700

Helpful Resources to Have a Successful Day Subbing in St. Vrain

Ideas for Class Starter Activities from STEDI.org

Note: Always follow the teacher's lesson plan first.

The sooner you can get students on task, the easier it is to keep them engaged in constructive activities. Greet students at the door and ask them to start on the activity on the board while you work on attendance. Some permanent teachers may leave instructions for a **starter activity** to be completed at the beginning of class. If such an activity is not outlined in the lesson plan, use one of the ideas outlined below.

Would you rather...

- Would you rather have a panda or anteater as a pet? Why?
- Would you rather always have to ride your bike wherever you go or ride the bus? Why?
- Would you rather always have to say everything that came to your mind or never speak again? Why?
- Would you rather be able to fly or be invisible? Why?
- Would you rather be able to hear any conversation or take back anything you say? Why?
- Would you rather go on a one week trip to a foreign country of your choice or take a four week trip around your own country? Why?
- Would you rather get \$1000 right now or \$50 a month for the rest of your life? Why?

If you could only...

- If you could only eat one breakfast cereal for the rest of your life, which would it be? Why?
- If you could only eat at one restaurant for the rest of your life, which would it be? Why?
- If you could only have one superpower, what would it be? Why?
- If you could be one movie character, who it would it be? Why?
- If you were an animal, which animal would you be? Why?

Anagrams

See how many words you can create from any one of the following:

Apartment	Beware	Starting
Brownie	Aluminum	Bowling
Grease	Crayon	Friend
Oceans	Heredity	Strawberry

Use These Words

Write a story using the following words:

magnifying glass, bucket, tree, fork, bookshelf, and computer.

Headlines

Choose any of the following headlines and write the story that should be associated with it:

Duck Walks Across Highway, Causes Pileup

Students at Local School Excel in Academics and Service Opportunities

Costs of Paper Skyrocket; Alternatives Looked Into

Alien Invasion Predicted for 2025
Grass Turning Purple Around United States
Internet Goes Down for a Day, Chaos Everywhere

Rhyming Words

Think of as many words as you can that rhyme with each of the following:

Sack	Cake	City	Car	Pen
Tire	Flag	House	Mountain	Snow

Get to Know Names

Use this activity to get to know the children's names in the classroom:

Supplies: sticky notes and file folder

- Distribute a sticky note to each student
- Have student write name on sticky note
- Arrange the names in the file folder in the same configuration as the desks in the classroom

Classroom Management Ideas from STEDI.org Refocusing the Classroom Strategies

1. Captivate and Redirect - To minimize major disruptions, often the best way is by capturing and redirecting students' attention. Involving students in an engaging and mentally challenging learning activity will help them settle back into the day's routine. For example: use one of the starter activities or a worksheet.
2. Whisper - Your first instinct in a situation where the entire class is noisy and off task may be to raise your voice. However, when students hear you speak loudly they may assume it is all right to raise their voices as well. A productive strategy is to whisper. Move to the front of the room and begin giving instructions very quietly. As the students begin to hear you, they will need to become quiet in order to understand what you are saying. Once you have the attention of the class, you can give instructions as needed.
3. Write and Erase - If students are between activities and talking among themselves, one way to get their attention and give further instructions is to begin writing and erasing the instructions on the board, one word at a time. For example, if you want them to get their science books from their desk and place on top, you would write: "Get" on the whiteboard and then erase it. Next, write "your" and erase it. Then "science" and erase it, etc. Students will soon become involved in what you are writing and realize that they are missing the instructions. You will quickly have their attention.

Strategies for Handling Difficult Situations - from STEDI.org

The best strategy for handling negative circumstances varies with each situation. The most important thing is to stay calm and emotionally detached so you can evaluate and manage the situation professionally.

1. Acknowledge and Redirect – A negative comment is often the result of an emotional response. Ignoring the student could evoke more comments and perhaps aggression. Teacher: "I understand you are angry right now. However, the expectation for the class right now is to sit down and begin completing the assignment on page 2. We will discuss the situation after class."
2. Get Help – If you feel that you or any student are in danger of physical harm, stay calm and immediately call or send someone to the office to get help. Once the situation is under control, document the event by recording what happened, what you did or said, what the student said or did, as well as the actions of anyone involved.

Situation 1: Criticism

On a daily basis in order to remove oneself from criticism there is a classroom management strategy called “catch’m being good” which shifts the teachers focus from unwanted behaviors to wanted behaviors and offers praise for desired actions. Do your best to have at least eight positive interactions for every one negative interaction with a student.

According to STEDI.org, there are two words that can stop most protest from any student and let you take control of the situation. These words are “I understand”

Situation 2: Common Sense

This situation is when the teacher attempts to use common sense, reasoning or logic to try to persuade a student to change their behavior. This does not work because the students are not given any incentives to change the negative behavior.

Example: Teacher: “Johnny if you don’t sit down and do your problems, you are going to have a lot of homework. You tell me you will get done, but I don’t see how at this rate. It is up to you to get this work done.”

Instead Try: Teacher: “Johnny you got the first problems right! However, you have quite a few more to go. If you want to join in reading time later, you should sit down and complete this work. I’ll come back in a few minutes to check on you.”

Situation 3: Questioning

To prevent this situation avoid asking questions to the students about their bad behavior.

Example: Teacher- “Why are you not completing your assignment? Student- “Because it is boring.” Teacher- Why is it boring? Student- “Because nobody cares about this stuff.” --The questions never stop.

Instead Try: Teacher: “What do you need to be working on?” Student: “She is talking to me”

Teacher: What do you need to be working on right now?” Student: “My assignment” Teacher:

Thanks for working on that, I will check back in a minute.

Situation 4: Sarcasm

Sarcasm destroys the positive classroom environment. The use of sarcasm suggests that you, the teacher, do not know any better way to interact. Example: Teacher: “Well isn’t it nice that you all decided to finally act like humans instead of wild animals. I am glad it only took half the class time to do it. I wonder if you are all the slowest and loudest children in the school. Now sit down and get ready to work”

Instead Try: Teacher: “It is this classroom’s rule that everyone is seated and ready to work once the bell rang. I really appreciate those of you who are seated and are ready to go.

Situation 5: Despair and Pleading

On the days when everything is going wrong it is tempting to confide your feelings of inadequacy with the students, but don’t do it. Example: Teacher – “Everyone please do me a favor and sit down and do your work. I can’t think of what to do next? How do you think I should handle this?” Student – “Are we the teacher or you because we don’t know, and you should know!” The best way to overcome this situation, is by being prepared with several classroom management strategies. All classes are different so use the positive verbal reinforcement with one class and maybe a sticker reward with a different one. If a strategy isn’t working, don’t be afraid to try a different one.

Situation 6: Threats

This situation is one step above the despair and pleading situation and threats are usually unreasonable and unenforceable. Avoid this situation by planning ahead. State both expectations and appropriate consequences in advance. Then reinforce appropriate student behavior and follow through with consequences.

Situation 7: The Physical and Verbal Force Situation

The use of physical or verbal force is absolutely inappropriate. To avoid this situation concentrate on restating expectations, keep your cool, count to ten, or get the teacher next door. Do whatever it takes to keep from resorting to force of any kind.

Other Ways to Say “Good Job”

- Super
- That’s Good
- Good Work
- You are learning fast
- You are on the right track
- Nice going
- Beautiful
- Wow
- Terrific
- Marvelous
- I like that
- Way to go
- Cool
- You have the hang of it
- I’m impressed
- Super-Duper
- It looks like you put a lot of work into this
- Keep on trying
- Good going
- That’s clever
- You make it look easy
- Awesome

These suggestions are from: Substitute Teacher Handbook 9th edition – To purchase the book or to receive online training: visit www.STEDI.org.

Educational Activities for Kids (Please follow all lesson plans before introducing this material)

Please follow all lesson plans before introducing this material.

Math

- www.coolmath-games.com/ (Elementary)
- www.funbasedlearning.com (Middle School)
- www.math-play.com/ (1st-8th grade, games broken down by grade level)
- www.multiplication.com
- www.coolmath4kids.com

Reading

- <http://www.funbrain.com/brain/ReadingBrain/ReadingBrain.html>

Geography (great way to learn states and capitals)

- http://www.sheppardsoftware.com/web_games.htm

General

- <http://freerice.com/category> (all ages, a wide variety of categories)
- <http://www.coolmath.com/> (best for Elementary, features math, geography, and reading)

Short Video Clips on Classroom Management

The Teaching Channel – General Classroom Management

- <https://www.teachingchannel.org/videos/new-teacher-classroom-management>

The Teaching Channel – Use of Body Language – Lesson Starters (3 min)

- <https://www.teachingchannel.org/videos/classroom-lesson-starters>

The Teaching Channel – Use of Body Language – reinforce learning (4 min)

- <https://www.teachingchannel.org/videos/reinforcing-learning>

Safety and Security Standards

The St. Vrain Valley Schools Board of Education (BOE) is committed to maintaining a safe work environment as well as providing every opportunity for students to have a productive and positive educational experience. Policies, procedures and protocols have been developed to support student achievement and global success.

All St. Vrain schools have plans and procedures in place for handling crisis situations. As part of the plans, schools conduct practice drills for fire, severe weather, and other situations. Teachers play a crucial role in all emergency procedures and guest teachers may be responsible for a class of students when an emergency procedure is employed. In addition to remaining calm, the following suggestions may help a guest teacher be better prepared in the event a crisis occurs.

Ask the Office: As a guest teacher checks-in at the office, the guest teacher should take a moment to ask what the crisis procedures are for that school.

Check out the Classroom: When arriving at the classroom, a guest teacher should take a few minutes to look around and locate the following:

- Standard Response Protocol (SRP) poster in the classroom.
- Fire evacuation maps that show primary and secondary routes.
- A class roster & Red/Green cards

Meet Neighboring Teachers: If you have the opportunity, introduce yourself to a neighboring teacher. This will provide you with someone you can ask for assistance, or to help clarify any internal school procedures.

Be prepared for Emergencies: Think through possible situations and how to deal with them before they happen:

- If a student becomes ill...

- If a student get a cut or abrasion....
- If a student faints....
- If a student has an “accident”....
- If a student get a bloody nose....
- If a student has a seizure....

Standard Response Protocol (SRP) information

- SRP information link at <https://iloveguys.org/srp.html>

Mandatory Reporting

All employees of SVVSD, including substitute teachers, are considered mandatory reporters of child abuse or neglect. If a student discloses any information to you that may be considered abuse or neglect, or if you suspect a student may have been abused or neglected for any reason, it is your legal responsibility to immediately report this to law enforcement or the Boulder County Human Services Department, AND you must promptly notify a school administrator and/or counselor. The administrator or counselor can also provide you with guidance to ensure the incident is properly reported. Do NOT attempt to investigate the issue. Please see the below image for a few helpful tips. If you would like more information about this topic, please see <https://co4kids.org/> for more details.

Pro-Active Instructional Strategies and Classroom Accommodations

<p>If a child discloses to you, DO:</p> <ul style="list-style-type: none"> • Remain calm and have someone continually present. • Reassure the child that he/she has done the right thing by telling someone. • Remember any concrete information. • Reassure your support for him/her. • Inform them of the law to report abuse to someone who has helped children and families in similar situations. • Report the incident to the proper authorities immediately. 	<p>If a child discloses to you, DO NOT:</p> <ul style="list-style-type: none"> • Promise confidentiality. • Express panic or shock in reaction or expression. • Ask questions, dig for detail, or investigate. • Make negative comments about the perpetrator. • Disclose the information indiscriminately. Tell only those who need the information to protect the child • Make judgments. • Rush or interrupt the child.
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In the Classroom:

- Provide a sense of security.
- Communicate at eye level and acknowledge that the issue is available and accessible during down times in the classroom.
- Create structure:
 - Provide limits and clear direction to create a sense of parameter and safety.
 - Identify and reassure the child's strengths, individual talents and qualities that make them who they are.
- Provide consistency:
 - Establish routines and clear expectations. Report any inappropriate behavior immediately.

Home School Connection:

- Be sensitive and do not make assumptions –you are reporting a suspicion, not making an accusation.
- If requested by the family, offer any available school resources for support.
- Offer an encouraging note home of student progress.
- Your student may be experiencing a change in living situations, which may impact sleep patterns, mood, and attentiveness.

Access Control/Visitor Management

- If an external door is unlocked for passing period or lunch, a staff member must be within line of sight of the door until it's locked.
- District assigned keys and key cards: District keys, codes, and access cards shall not be loaned for any reason.
- District keys and access cards that have been lost or misplaced must be reported

immediately to a direct supervisor. Additionally, a lost key report form must be completed in order for a replacement to be issued.

Important Note: External door propping or providing access by bypassing the A-phone system is strictly prohibited. Student and staff safety is our #1 job!

Reporting Threatening or Concerning Behavior:

- It is critical for staff to report concerns immediately to a school administrator or direct supervisor. Your observations and concerns may be one piece of a much bigger picture that helps prevent harm to someone. Don't hesitate to report concerns.

Any Questions, please contact:

Richard Peebles
Executive Director of Safety and Security
St. Vrain Valley School District
Office - (303)682-7207 (Internal x57207)
Cell - (303)746-9060
peebles_richard@svvsd.org



 ST. VRAIN | DEPARTMENT OF HUMAN RESOURCES

