

THANK YOU FOR BEING OUR GUEST!

Guest Staff Newsletter
July 2022

WELCOME MESSAGE

Hello! We hope that you enjoyed your summer - it went by so quickly! We look forward to the 2023-2023 school year and have big plans for making it great for you, too. Thank you for being a valued member of our Guest Staff Team. Our students and staff benefit tremendously from your support. Please reach out to our office if we can be of assistance in any way. (316)973-4593

Stacie Denison, Manager - sdenison@usd259.net

Penny McNeill, Recruiter - pmcneill@usd259.net

Elizabeth Shively, Assistant - eshively@usd259.net

Christine Robinson, Assistant - crobinson3@usd259.net

UPCOMING EVENTS

All Guest Staff Welcome Back - Friday, July 29

School Service Center - 3850 N. Hydraulic.

8:00 to 11:00am or 12:30 to 3:30pm (choose 1 session)

Guest Teacher Classroom Training by Learning Services

Monday, August 1

AMAC, 903 S. Edgemoor, Room 813

8:00am - 3:30pm

Safety Services Crisis Management & Classroom

Procedures/Suicide Prevention-Guest Staff Only

School Service Center - 3850 N. Hydraulic.

August 9 Noon - 4:00pm or

August 11 8:00 - Noon (choose 1 session)

Guest Teacher On Call Meeting - Friday, August 12

AMAC, 903 S. Edgemoor 2:00pm - 3:00pm

All returning and interested on-call team members please contact Stacie at sdenison@usd259.net.

First Day of School - Monday, August 15, 2022

Guest Staff In-Service - Tuesday, September 6, 2022

More information to come, but save the date!

Email Christine: crobinson3@usd259.net to register for events.

FRIENDLY REMINDERS

REMEMBER TO COMPLETE YOUR INTENT TO RETURN

CHECK DISTRICT E-MAIL AT LEAST ONCE EACH WEEK

ALWAYS BE EARLY FOR YOUR ASSIGNMENT

CHECK YOUR ASSIGNMENT EACH MORNING BEFORE REPORTING

MAKE SURE YOUR LICENSE IS CURRENT (IF APPLICABLE)

Classroom Tips & Tricks

Kids Today

The first thing you may notice as a guest teacher is that children behave differently than they did when you were a student. Be prepared. Also be aware that student behavior varies by age and location. Also, different classroom teachers institute different rules.

The Existing Rules

Familiarize yourself with the existing rules. A lot of schools are currently instituting school-wide behavioral policies and discipline strategies. For example, in many schools, a certain hand signal indicates that a class needs to be quiet. You may think the kids are unruly because they do not respond to calls to "be quiet", when all you need to do is put a finger in the air.

A good classroom teacher leaves a note of some sort explaining the classroom policies (e.g., "One finger in the air to quiet down. Two fingers means the student needs help. Three fingers means the student needs to use the restroom"). If there is no discipline code provided, ask the main office.

Guest Staff of the Month

Thank you for submitting your Intent to Return by July 1. Congratulations to our winners! Contact our office to arrange a time to pick up your Swag Bag! 973-4593

First person to Respond: Larry Bolan, Guest Teacher

Other winners:

Nicole Johnson, Guest Teacher

Jennifer Buchanan, Guest Para

Cynthia Ellington, Guest Teacher

Deborah Smith, Guest Clerical

Lisa Allen, Guest Para

Celestine Jackson, Guest Clerical

Jodie Gray, Guest Clerical/Technician

It's not too late to submit your Intent to Return. Please go to the following link as soon as possible: <https://bit.ly/USD259Intent>

You are our



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