

PREPARING FOR A DOCENT PROGRAM OR MUSEUM TOUR

Beforehand (outreach program-classroom)

I. Request form

- A. Return the request form to the museum prior to the first Tuesday of the month in which you desire the program.
- B. The docent will contact you to arrange the date (after the first Tuesday), talk about equipment and space needs, and inquire about your class and area of study. Thus the docent can modify our existing program to fit your needs. Please let the docent know the education standards you wish to have addressed.

II. Before the docent makes the visit, please:

- A. Discuss the topic with your class
- B. Discuss appropriate classroom behavior when the docent presents to the class. The docent will give specific instructions about how to handle the realia.
- C. Name tags are highly recommended.

III. During the classroom visit:

- A. Introduce the docent(s)
- B. **Monitor the students' behavior.** Handle disturbances or problems that arise. **Docents are not responsible for discipline and behavior. Docents will end the program early and leave if teacher does not support the presentation by addressing discipline and behavior issues.**
- C. **Do not leave the classroom.** By state law, docents cannot be left in charge of your class since they are not employees of the school district.
- D. The docent(s) will give specific instructions about handling our museum specimens and realia. Please monitor for careful handling of our specimens. The docent may ask you to watch a small group while they are handling the specimens.

Beforehand (museum tour)

I. Request form (same as above) Make a request for any tour as soon as possible to avoid conflicts on the museum calendar. Tours must be booked in advance.

II. Before you visit

- A. Discuss the trip with your class and the purpose for the visit
- B. Arrange for help. Parents may be needed to assist in keeping students together and on track.
- C. Name tags are highly recommended

III. During the visit

- A. Docents will greet you and your class at the front door or on the sidewalk near the old entrance to bring the group into the gallery for an introduction/overview of tour.
- B. The docent will explain the procedures and rules for the visit at the museum.
- C. Students must use their eyes and not their hands to discover and enjoy the exhibits.
- D. Only in the Discovery Area may the students touch museum items. It is a special area for the students.
- E. Browsing through the gift shop and purchasing items is not possible during classroom visits to the museum.
- F. The teachers and helpers are responsible for the behavior, discipline and safety of the students while at the museum.