

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. The docent has a list of the California Science and Social Studies Standards and will adapt the program to address the standards at your grade level if you indicate this on your form.

II. Before the docent makes the visit, please:

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

III. During the classroom visit:

- A. Introduce the docent(s)
- B. Monitor the students' behavior. Handle disturbances or problems that arise. The docents are not responsible for discipline and behavior.
- C. Do not leave the classroom. By state law, a docent cannot be left in charge of your class since he/she is not an employee of the school district.(Howard Smith, August 2006)
- 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. Nametags are highly recommended

III. During the visit

- A. Docents will greet you and your class at the front door and 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.