



# Make your visit count!

## Beforehand...

### Discuss details with the teacher.

The teacher will call you.

- ✓ Confirm the date and time, as well as directions to the school.
- ✓ Understand how the class can best use your expertise within the curriculum.
- ✓ Know the teacher's phone numbers at home and school in case of emergencies or the need for further clarification.

### Ask the teacher

- ✓ How long will my presentation be?
- ✓ How many students will receive my handout?
- ✓ What audiovisual equipment, microscopes, or other demonstration equipment can you reserve for me?
- ✓ What learning techniques will motivate your students? Hands-on experiences? Demonstrations? Exciting overhead visuals? Other?



## The day you come...

### Please follow school protocol.

- ✓ All guests are asked to check in at the office for security reasons, to have the teacher advised of your arrival, and to obtain directions to the appropriate room.
- ✓ When the school is being vacated for an emergency, please exit the building with your group.

### Help your special audience!

They are so excited about your visit!

- ✓ Explain acronyms and abbreviations, and even write them out.
- ✓ Define terms that are special to your job. Don't assume students understand the terms, even if they nod "yes."
- ✓ If you are talking with students below the fourth grade, *print* written remarks. They do not yet know how to read cursive.

### Turn to the teacher for discipline help.

- ✓ The teacher is asked to remain in the classroom.
- ✓ Discipline is the responsibility of the teacher.



## Emergencies and cancellations

Please notify—

- ✓ Teacher, or
- ✓ School, or
- ✓ The Connection Resource Bank, 301-279-3100