

## DOCENT GUIDE

### TIPS FOR CLASS MANAGEMENT ON FIELD TRIPS

Note: The classroom teacher is responsible for maintaining the orderly behavior and respectful attention of his/her students while the class is visiting WWW on a field trip.

However, when a docent is at a field trip station and the teacher is not present, the docent is responsible for maintaining the orderly behavior and respectful attention of the students.

Each docent will have his/her own way of keeping the attention of the students. Here are a few tips from experienced docents and teachers that may be helpful:

- At all times, insist that the students be respectful of you - as an adult and as a docent/teacher.
- Make sure that the students maintain eye contact with you - rather than talking or playing with one another.
- Friendliness and warmth on the part of the docent usually results in respectful behavior from the students.
- The best way to keep the attention of the students is to be interesting, be organized and keep the lesson moving from one activity to the next without big gaps.

- If necessary, separate students who cannot control themselves and repeatedly talk to or play with the person next to them.

- Last resort (this is almost never necessary) If you cannot teach the group because of the unruly behavior of one student, ask a parent (if one is at your station) to escort him/her to the teacher. If this isn't possible, have the student sit as far away from the others as possible, and find out his/her name. Inform the teacher of the misbehavior at the end of the field trip.

BOTTOM LINE: Most of the students who come on our field trips are friendly, respectful and eager to learn. They may be a bit unruly from time to time because being out in a field seems like a "vacation" from school. Remind them that this is actually class time.

If you're friendly and respectful toward the students, they most likely will respond the same way to you. Have fun together!