When visiting a school or volunteering at an event with schoolchildren

General points

Participating in an activity with elementary-, middle-, or high-school students should be an enjoyable and educational experience for you. It should also be a valuable experience for the children you work with. Remember that you will be viewed as a responsible adult, an authority figure or even a role model. Act accordingly.

Before volunteering to participate, be sure you can be present for the entire time. The very beginning and very end of most activities are the busiest times.

Below are several points to consider before you attend an event with schoolchildren.

Before leaving for the event

- Verify the time and date of the event, directions, and parking instructions. Make sure you know whether you are expected early to help set up. Know the school’s phone number and the name of the teacher we’re visiting.
- Unless you’re setting up or helping to get ready for an activity, you should arrive 5 or 10 minutes before the observation, lesson, or activity begins.
- It’s always a good idea to have your CCSU Blue Chip card with you. You should have a pencil or pen. Your instructor will inform you if you need to bring anything else.
- If you’re carrying anything which might not be permitted on school grounds (weapons, tobacco, etc.), leave it at home or in your car. If you are unsure of school policy, call the school beforehand.

Attire

- Remember that you are representing CCSU, the Technology Education Department, and yourself when select your clothing.
- Dress professionally. If you have any questions, ask your instructor.
- Obviously, clothing promoting or referring to tobacco, alcohol, weapons, and the like, are inappropriate. Hats and sunglasses should not be worn inside school buildings.
- Male student need not wear ties.
Entering and leaving a school building

Many schools are locked from the outside during school hours, so you may have to ring a bell and be “buzzed in.” When you enter the building, report immediately to the office and sign in as a guest. Schools usually have visitor’s badges. Always wear the badge when on school grounds. Before you leave, sign yourself out, return your visitor's badge, and remember to thank anyone in the office who helped you.

Interacting with the children

You should feel comfortable being friendly with the students. However, don’t discuss your personal life or theirs. Again, be professional.

Photographs

If you are going to take pictures for your portfolio, be courteous and ask the classroom teacher or your instructor beforehand. As a general principle, your portfolio should contain pictures of you working with children. However, never post pictures of identifiable children on the internet or in any public place unless you have parental permission.

Smoking

Don’t.

(if applicable)

I have read and understand this document.

__________________________     ___________________________     ________________
signature                        name                              date