

Maidu Elementary School
Science Docent Program
Handout # 3: Program Logistics

The successful execution of the Science Docent Program depends on each participant fulfilling his/her responsibilities and following established program procedures. Please read the following information and contact your grade level coordinator if you have any questions.

Cart Reservation Calendar:

- Arrange a date and time with the classroom teacher to present each of the 6 lessons for your grade level
- The calendars are located inside the doors of the Science Docent supply cabinets (on the Multi-purpose room stage.)
- Each calendar has 2 time slots per day: AM and PM. When you reserve a time slot, please record the classroom teacher's name and the times that you plan to have the cart out (make sure that you allow for $\frac{1}{2}$ hour set up and $\frac{1}{2}$ hour clean up times.)
- Try to schedule your lesson time at the beginning of school, after recess, or after lunch. This will give you time to set up your lesson without the students in the classroom
- 1st and 2nd grades need to schedule their lessons when all of the students are present (take early and late birds into account.)
- If you do not sign up on the Cart Reservation Calendar, the cart may not be there when you need it.

Lesson Materials:

- Materials for the month's Science Docent unit are located on the grade level cart on the Multi-purpose room stage
- Make sure that you have signed up for the correct date/time on the Cart Reservation Calendar and that you do not take the cart during a date/time that another Science Docent has reserved
- The Science Docent Grade Level Coordinator is usually the first one to do the month's lesson (however, this may not always be the case.)
- Set up materials in the classroom prior to introducing the unit to the students
- Allow approximately 20 minutes to set up lessons and 10-15 minutes to clean up and put materials back on the cart. Make sure that you give yourself enough time to transport the cart to and from the Multi-purpose room stage!
- ***Each Science Docent is responsible for putting all the materials back on the cart in an organized manner***
- Notify the grade level coordinator if items are missing or broken
- Materials may be checked out for classroom presentations, but may not be taken off school property
- Some lessons may have materials that are docent supplied, like ice

Presenting the Unit

- Be prepared!! Read over the unit a week prior to presenting the material to the students. Call the grade level coordinator if you have any questions. Gather docent-supplied materials and prepare materials for activities/experiments ahead of time (if necessary.)
- The classroom teacher must be present during your science docent presentation. The teacher is actively involved in the lesson and one of the activity centers
- The classroom teacher is responsible for dividing students into groups for the activity centers and controlling classroom behavior
- Pace yourself and keep your lesson simple. Keep the introductions and explanations short. The main objective is to provide students with hands-on science activities.
- Have fun!

Communication

- Call the grade level coordinator if you have questions, comments, or if you can no longer be a Science Docent
- Each cart has a communication notebook. Check the notebook for any changes, ideas, or helpful hints. Write in the notebook anything that would be helpful to other docents or to communicate to the grade level coordinator
- Periodic memos regarding the program will be sent home to you by way of your child's backpack