

Things to Keep in Mind When Visiting in the Schools...



1. Contact your people ahead of time whenever possible.

Always try to phone ahead. Although they will welcome you, school staff are busy folks and they live on schedules. They don't often like drop-ins or surprises because it can affect kids negatively, and throw off the day...not because they are uptight. It is a courtesy to give advance notice of any visits.

2. Show up on time, when you said you would.

This is another aspect of #1 above. When SKC students make arrangements to be in a classroom and then don't show up, it reflects poorly on all the other students and teachers sometimes share their disappointments with colleagues. It's much better to be a few minutes early than to be late!

3. When you are in school, you are a teacher.

Children- especially in elementary settings- often think of all adults in a school as "teachers". Remember this, and realize that the way you carry yourself in front of kids and school staff reflects you as a teacher. Any mannerisms, comments, and attitudes that you put forth will communicate what kind of teacher you are to those you encounter.

4. Dress professionally.

Even if the school staff happened to dress informally that day, you should dress professionally. It does not matter that you are not yet a paid professional... you have to look the part both for the kids and for the school staff. Avoid jeans if possible on the day of your observation, and never wear anything that people might describe as shabby or suggestive. Remember that our customers are kids and their families. If you are not sure about dress, ask a teacher or the principal.

5. Always project a positive, professional attitude.

You are representing SKC when you are in the field. Remember to keep your spirits and demeanor high and positive. You will be welcomed back if you do! Never engage in derogatory talk with school staff. Keep your concerns to yourself when in school settings. Confidentiality is very important; whether it's regarding kids or school personnel, it is never OK to share about people or situations without their knowledge or permission.

6. Let them know what level you're at, and what you are doing.

Teachers see lots of SKC Education students in the classrooms and halls from time to time. It is hard to keep track of what level teaching candidates are at, and sometimes they might think you are doing a methods practicum or even student teaching. Clarify this for them if and when the time is right.

7. Extend a thank you as you finish up... leave a good impression.

Again, it is important to be courteous and to leave a good impression. It is very likely that you will want to re-visit the school later on in your degree program. With this in mind, be sure to let them know that you have appreciated them letting you come into their classroom / school while they were working with kids. Teachers allow this because they know what it was like when THEY were starting out, and they want to assist SKC in supporting new teachers as they prepare to enter the field. Shake their hand and thank them for allowing you to visit.

