

TIPS FOR SUCCESSFUL CLASSROOM VISITS



BEFORE THE VISIT

- Contact the school principal to coordinate and confirm the date and time of the visit. Ideally, the principal will be able to let the classroom teachers know you are planning to be in the school so they will be expecting your visit.
- Pick up the reminder gifts from the school office. They should be bagged in groups of 30.
- Obtain a class list and map of the school.
- Dress in uniform if your professional role requires it. Young students should be able to identify you as a helping person in the community.

AT THE SCHOOL

- Check in at the school office. This is important as many elementary schools have special procedures for signing in visitors.
- Knock gently on the classroom door. The teacher may be expecting visitors but may have forgotten or may not know you are coming. If students are not in the classroom they may be in another part of the school or on a field trip. Should this happen, visit the next class and then check back. If you still cannot connect with a class as scheduled, leave the reminder gifts for the teacher at the office.
- Once in the class, introduce yourself to the students and tell them about your role in the community.
- Ask students if they know what WITS stands for: **W**alk away, **I**gnore, **T**alk it out and **S**eek help.
- Ask students to describe a time they have used their WITS. Try to connect the students' stories with WITS principles.
- If time permits, talk to the students about projects they are working on or anything else in the class which may be of interest to the group. Interactions that are unrelated to WITS are okay as they reinforce your role as a friendly community representative who is there to help sustain the momentum of the WITS Programs.
- Hide the reminder gifts until the end of the visit in order to create a sense of anticipation and surprise. Show the students the gifts and then give them to the teacher to distribute at the end of the school day.
- Remind students to use their WITS since this is the responsibility that comes with being a WITS Special Constable or WITS Leader.
- If you are visiting students in Kindergarten to Grade 3, finish your visit by having students demonstrate what they learned at the Swearing-In Ceremony: how to stand at attention, salute and give the secret handshake and password.
- Let students know when the next classroom visit will be.

AFTER THE VISIT

- Fill in the Classroom Visit Information Sheet to keep track of the classes you visited and the reminder gifts you distributed. The sheet is available:
 - As a pdf: www.witsprogram.ca/pdfs/community/school-visits/classroom-visit-information-sheet.pdf
 - As a Word document: www.witsprogram.ca/documents/community/school-visits/classroom-visit-information-sheet.doc