

WELCOME TO THE OCEAN INSTITUTE VISITING CLASSROOM PROGRAMS

We are pleased that you will be participating in the ***Special Needs Visiting Classroom!*** We are proud and excited to provide your students with this exciting program. We have developed this program to assist teachers in implementing science content standards during the school year. This unique, in-classroom approach allows students to become immersed in inquiry-based learning.

Please take a few moments to familiarize yourself with the materials we have included, and share them with other teachers. These materials contain important information to prepare you, your fellow teachers, and your students for the program. You will also find important forms that must be returned to the Ocean Institute.

If you have any questions about your program with the Ocean Institute, please do not hesitate to contact our Director of Environmental Programs, Jonathan Witt at 949-496-2274, extension 330. Again, welcome to the Visiting Classroom series of programs! We're looking forward to seeing you soon.

Sincerely,

Rick Baker
Vice President of Education



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APPENDIX – FORMS

1. Visiting Classroom Information Worksheet
2. Program Descriptions

A. ADMINISTRATIVE CHECKLIST FOR THE VISITING CLASSROOM PROGRAM

This preparation package contains information for your upcoming program. Please review the package carefully to ensure that you will be prepared for your program.

Immediately upon receiving this package...

- Carefully review the Teacher Preparation Package
- Reserve an appropriate instructional venue for the program (multi-purpose room, library, classroom)
- Complete and submit the Visiting Classroom Information Worksheet

Two weeks prior to your program...

- Confirm your program date and time on the Ocean Institute and your school's Master Calendar
- Confirm that payment has been mailed to the Ocean Institute—full payment must be received a minimum of 10 days before your program

One week prior to your program...

- Contact the Ocean Institute to discuss any final questions or concerns
- Review applicable vocabulary and scientific concepts

24 hours to go!!!...

- Review behavioral expectations with students

Day of your program...

- Remind front office staff of your Ocean Institute visitation
- Provide a parking space and level access onto the campus



B. ADMINISTRATIVE PREPARATION FOR THE VISITING CLASSROOM PROGRAM

ADMINISTRATIVE CONTACT

For scheduling information, please contact:

Rachel Gomez, Reservation Coordinator
Telephone Number: (949) 496-2274, extension 211
E-mail: rgomez@ocean-institute.org

For program information, please contact:

Jonathan Witt, Director of Environmental Programs
Telephone Number: (949) 496-2274, extension 330
E-mail: jwitt@ocean-institute.org

INTRODUCTION

Thank you for choosing the Ocean Institute's visiting classroom programs. We appreciate the time and effort it takes to prepare your students for their program, and we will do everything we can to make their experience as rewarding as possible.

Please make sure that all of the participating teachers have a copy of these teacher materials. The information contained here can help you find answers to your questions, develop your preparation timeline, and prepare your students. Please call us at any time with any questions you may have about your program.

STUDENT PREPARATION

We have found that the more familiar the students are with applicable concepts and content before the program, the more they will benefit from and enjoy their experience. Students should be prepared to interact with the Ocean Institute instructors during the program.

STUDENT BEHAVIORAL EXPECTATIONS

Please take time to discuss the academic nature of this experience with your students before the arrival of the Ocean Institute staff. We expect that your students will follow the same behavioral rules with us as they do with you.

LOGISTICS

To help ensure an efficient use of time throughout the program day, we ask that the following requests are incorporated into your planning schedule. First, that your front office staff are notified of the program and provided with current information of time, location on campus, etc.. Next, that a parking space is reserved for the Ocean Institute transportation vehicle, as well as access to a level loading/unloading zone to enter the school campus. Finally, that a location (multi-purpose room, library, etc.), with tables and chairs that are program ready, is reserved to accommodate the rotation of the all student sessions.

PAYMENT

The cost for the visiting classroom is \$445. Payment must be received 10 days before your program date. Please mail a single check for the total amount of the program minus the deposit you had previously paid. Please make the check payable to **Ocean Institute**.

