

# School Tours Manual

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# Class Rotation

All teams will start in Room 900 and members will be assigned to Tour Teams. You should not spend more time than 10 minutes in one room.

Team 1	Team 2	Team 3
1. 912	1. 921	1.917
2. 911	2. 920	2.916
3. 910	3. 919	3.915
4. 922	4. 918	4.914
5. 921	5.917	5.912
6. 920	6.916	6.911
7. 919	7.915	7.910
8. 918	8.914	8.922
9. 917	9.912	9.921
10.916	10.911	10.920
11.915	11.910	11.919
12.914	12.922	12.918

## Requirements

The requirements for running school tours are at 2.0 GPA, no *F*'s, an 80% in overall Oral Communication. This is to ensure that you are not missing any classes you need to catch up in. This is because tours often take place during school hours. You will also have to have done 2 shadow tours. These are tours run by another student and you are to keep watch how they conduct themselves on a tour. The point of this being to learn how to do this and to make sure you are committed to school tours and the pledge. Formal clothing is recommended

# Normal Tours

There are simple steps you should always follow when leading tours. When approaching a room self-check that that's the room you should be in. The next step is what classes are taking place in that room. You should always say the name of the staff member/members in the room. Then you should show them the project wall. If the teacher is giving directions try to be quieter. If you have the class you are in try to summarize the project and the driving question. Always finish with the group asking questions about the class. When finished with questions move on to the next room. After the tour is completed meet with the other tour guides and go over L/W/NS. These are necessary because we are always looking to improve our tours and community.

# Leading Shadow Tour

You will have another student in the group you will be leading. He will not say anything unless you ask him a question or direct a question from the audience at him. An example being "How does the pledge apply to the pledge?" you would then say "Good question how would you answer that question Bob?". This will not only make sure he is prepped for Tours, it will also test his willingness to answer questions and lead tours. At the end of the tour you will meet with the other tour guides and go over L/W/NS. This will show the shadows that you are always trying to improve tours and improve the way the community views our school.

# Shadow Tours.

Shadow tours will consist of a real tour but the 'shadow' will act like an actual shadow to the person leading the tours. You will not speak unless asked to by the person/people leading the tour. You must pay attention to the person leading the tour because you will review and give L/W/NS. These will help you when you are leading tours.

## Pledge Elements

Professionalism:

Dress, speak, and act with conduct and appearance that is professional and appropriate.

Collaboration:

Contribute to the collective vision of the school by respecting and celebrating the diverse voices and the unique characteristics of each individual.

Communication:

Foster the strength of our community with individual choices and contributions that reflect positive regard for all.

Oral Communication:

The ability to demonstrate effective communication, empathy, initiative, and leadership in order to be a productive member of diverse teams.