



We the People

THE CITIZEN AND THE CONSTITUTION

Directed by the Center for Civic Education and funded by the U.S. Department of Education under the Education for Democracy Act approved by the United States Congress.

Room Supervisor Responsibilities

Report to your assigned hearing room area prior to the state of the first hearing so you can:

- **Post class name and “Hearing in Session” signs outside the hearing room.**
- **Control access to room.** During **student testimony**, do not allow anyone to enter the room. During the **hearing intervals**, allow entry **ONLY** to
 - Students from the competing class
 - Teachers from the competing class
 - State and district coordinators
 - Parents from the competing class
 - Guests from the competing class
 - Judges
 - Media
 - Students from showcasing classes (during their BYE)
- **Control number of visitors in room.** Hearing rooms are limited in size. The number of open seats depends upon the class size and number of visitors. Every effort will be made to ensure that a visitor who has come to see a particular student testify will be in the room during that student’s portion of the hearing. Do not take chairs from other rooms; each room will be filled to capacity with chairs. Visitors may stand in the back of the room.
- **Monitor students during hearings.** Students leaving a room at the end of a unit should be reminded to return promptly. If some return after the next hearing begins, have them wait quietly with you until the next interval. They should not wander through the competition site.
- **Report problems to the competition coordinator.** Relay questions or problems. Do not hesitate to bring anything to the attention of the coordinator, even if the teacher of the class has not expressed concern.
- **Direct the movement of the students during and at the end of hearings.** *During the hearings*; lunches will be brought to the rooms during their BYE (which is lunch time), *end of hearings*, to the main auditorium to wait for the closing ceremony.