

GANNON UNIVERSITY

Science in motion

Science in motion Policies and Procedures

2009 – 2010

These Policies and Procedures are based on statewide contract requirements.

Science in motion is designed to enrich your science curriculum and enhance the classroom experience. The presence of two teachers yields a better student to teacher ratio, which fosters a greater understanding of the equipment and concepts.

General

1. Classroom visits will require a two week advanced notice.
This is to allow for adequate preparation for class visits.
2. Equipment loans will require a two week notice – loans are based on availability of equipment. Contact Mary Harsh at: harsh@gannon.edu or Ann Zielinski at: zielinski006@gannon.edu to arrange for equipment loan.
3. Karen will drop off and pick up loaned equipment. **Equipment must be packed before Karen arrives.** To contact Karen and arrange for drop off and pick up times, E-mail her at: bruce001@gannon.edu.
4. A loan checklist will be included with borrowed equipment.
Please fill out and sign the checklist and return it with the equipment.
5. PJAS/Science Competition equipment loans will be based on individual circumstances.

Classroom Teacher

1. Classroom teachers must attend a workshop before classroom visits or loans can begin.
2. The experiments used for classroom visits will be E-mailed to the teachers to copy for students.
3. Classroom teachers are responsible for student **discipline.**
4. Classroom teachers **must be present** in the classroom during the visit.
5. Teachers **MUST** provide help to unload, set up, and pack up equipment.
6. Classroom teachers should have plans prepared in case of cancellation due to weather, illness, and etc.
7. If the classroom teacher will not be in school on the day of a planned visit, classroom teachers should call the SIM office or Mobile Educator to cancel the intended visit. **The Mobile Educator is not permitted to visit the classroom without the presence of the workshop trained teacher.**
The visit may be rescheduled.