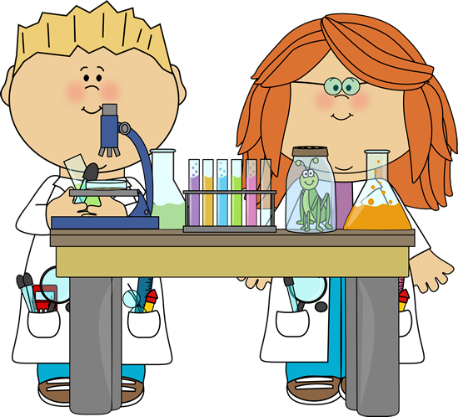
**Science Docent Program Information**



**What is the Science Docent Program?**

The mission of the Science Docent program is to enrich and reinforce student learning and excite interest in science through interactive curriculum-based lab experiences. It is run by parent volunteers and funded by donations. The Rock Creek Elementary Science DocentProgram was initiated in the 2013-2014 school year. It is a unique program which allows students from TK through 6th grade to have fun and explore with hands-on experiments about four times a year in a dedicated science labfacilitated by parent volunteers*.*

**Am I qualified to be a Science Docent?**

Yes. You do not need to be a scientist or need to have a background in science. Being a docent is fun and exciting. All you need is the willingness to have fun, work with kids, lead simple experiments, and it helps if you don’t mind getting messy.

All the information and materials are provided. The lessons include a brief review of the topic and detailed instructions for each activity. Each grade has a Coordinator who will help by reviewing the experiments with you and answering questions. The Coordinator will make sure supplies are available for your class.

**What are Science Docent’s Responsibilities?**

1. **Must have TB and finger print clearance** before you can work in the classroom. A packet of information on how to do this can be picked up at the front office.
2. Coordinate dates/topics for when you will be in the science lab with your teacher and other science docents within your class or grade level (usually by email).
3. After you have determined a date and time, reserve the Science Lab using the on-line scheduling program called ***Team Up***. The reservation calendar can be found on the Rock Creek Elementary web site by clicking on the Science Docent link. Or you can bookmark the web site to your smart phone or computer. The address is <http://teamup.com/kscfe1d98c9376478c/>
4. Add your name, class name, lesson title, date and time to the Team Up master calendar. When scheduling make sure to add set-up and clean-up time to your overall classroom time.
5. Review the lesson materials before class and coordinate with other docents in your classroom. Decide who will do what and how to set up the room. You will usually want to the have the kids sit on the floor at the beginning while you give directions.
6. Send out a reminder to your teacher a day or two before your lab session. Also let them know if the students need to bring anything with them to the lab. For example, third graders will need mittens for one lab session.
7. Set up about 15-30 minutes prior to classroom arrival. If you are new to the program you may want to allow a little extra time to set up until you become familiar where equipment is located.
8. There are adult size lab coats in the tall storage closet for docent use.
9. Conduct the science session with your classroom.
10. Clean up and put away materials after your session. Leave the classroom tidy for the next class.

**How do I contact other docents?**

The science docent roster will be posted on the Science Docent web site. The roster includes all the docents names and contact information. The Science docent web site can be found on the Rock Creek Elementary web site by clicking on the Science Docent link. Then go to the heading “Docent”. The roster is password protected since personal information is listed. Please be respectful of the privacy of our wonderful volunteers by not using this information for anything other than science lab work. The Head Docents will provide you with the password.

**Is there an experiment schedule?**

Yes, there is a master experiment schedule for each grade. The schedule will have your Grade Level Coordinator name, science topics, experiments and general dates the experiments will be completed. The schedule is flexible. You may need to be flexible depending on the teacher’s unit planning.

**How do I access the Science Lab?**

The Science Lab is always locked when not in use. When you need access to the lab you will need to check out the key from the front office. The key can be checked out from either Della Nixon or Michele Lewis. **When you are done using the Science Lab always lock the room and return the key.**

**How do I get access to my grade level materials and instructions?**

The lab instructions are available on the Science Docent website, and usually hard copies can be found in the horizontal files on the counter or in the individual boxes. This year we are trying to add pictures and extra hints to make the instructions as clear as possible. If you have questions, contact your Grade Level Coordinator. All experiment- specific materials/tools/equipment will be located in marked boxes. These boxes are located in the cabinets behind/under the white boards at the front of the classroom. All general materials/tools/equipment used by all grades are located in the storage cabinets and under counter cabinets. General materials/tools/equipment include items such as trays, beakers, flasks, spoons, measuring cups, food coloring, petri dishes, pipettes, etc.

**How do I check out an IPad?**

The Science Docent program recently purchased (3) three IPads. If you need more for a station, contact Karen at [kmtenghusen@hotmail.com](mailto:kmtenghusen@hotmail.com)., as there are extra that can be accessed via the computer tech. These IPads are for our program use only. These are stored in a locked compartment in the front office. If you need them for your class they must be signed out from Della Nixon or Michele Lewis. There is a sign-in/sign-out sheet on the counter of the front office. **They must be returned the same day.**

**Please note: Della and Michele do not charge the IPads.** If you are going to use them for class make sure you check out the charger and charge them before class arrives or charge them the day before.

**How do get Wi-Fi on the IPad?**

Currently our program does not have direct access to the Rocklin Unified School District (RUSD) Wi-Fi. To get Wi-Fi access you will need to have your teacher or the computer lab teacher to log-in for you under the RUSD BYOD (Bring your own device) Wi-Fi setting. Click on the “Setting” icon on the IPad. Click on BYOD. Have your teacher or the computer lab teacher log-in, then you are ready to go. Also, instructions for using the Wi-Fi as a visitor can be found inside the front supply cabinet door. We are in the process of verifying if this has changed.

**How do I use the computer and projector?**

More detailed instructions are provided on a separate document. The instructions are also posted on the Science Docent website. The lab technology has been updated this year to include a document camera. You are welcome to use it if you know how.to operate it.

To use the computer: turn hard drive on. Log on and password are listed on the wall behind the computer. Microsoft Word is accessed by opening “Citrix Receiver” on the desktop of you need to print documents.

We will reinstall the zoomy microscope shortly.

**Are there lab rules?**

Yes. They are basic simple rules we follow. Please review the rules during your first session. The rules are:

1. Listen to the docent’s directions before beginning an experiment. **Follow directions carefully.** Do not handle the materials until told to do so.
2. Students are not allowed to touch materials unless they have permission from the docents. Some experiments are demonstrations done by the docents only.
3. Handle all science equipment and materials carefully.
4. Never put any instruments or materials (liquid or solid) in your mouth, eyes or ears. Or in the mouth, eyes or ears of any student.
5. Do not put any chemicals directly in front of your nose and sniff it. Scientists always hold a chemical out at arm’s length with one hand and gently wave/fan their other hand over the chemical. Gently sniff the fanned vapors of the chemical from an arm’s distance.
6. Wear lab coats / aprons and eye protection when required. Wearing eye protection is not an option. The only exception when eye protection is not required is for students who wear their own glasses.
7. No running.
8. Take turns.
9. If somethings spills do not panic. Please clean it up or notify a docent.
10. It is OK to make mistakes. That is what science is all about.
11. Relax and have fun.
12. Please do not put dirt, sand, or cornstarch down the drain.
13. Do not store dry ice in the refrigerator.