



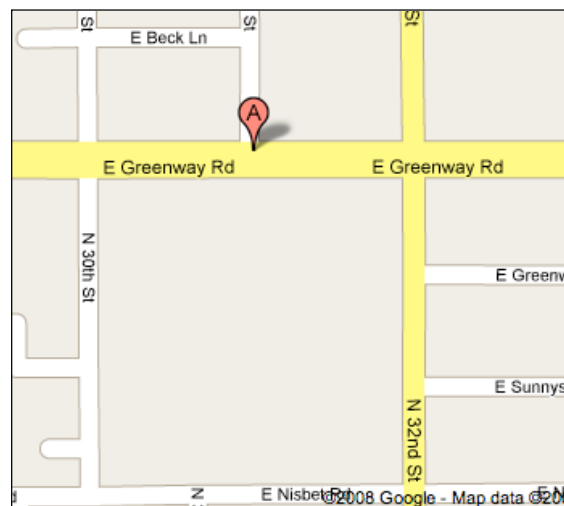
Science Kit Policies and Procedures 2008-09

Hands on Science Center
Building A, Distribution Center
3012 E. Greenway Rd.
Phoenix, AZ 85032
602-449-2088

Please keep this guide for future reference

Located at the PVUSD
Distribution Center
Building "A"
On the corner of Greenway
and 29th Street

Paradise Valley
Unified School District
"Where individual excellence is our goal"



HOSC Contacts:

For Instructional Curriculum questions or to schedule a training, contact:

Linda Coyle
K-12 Science Curriculum Specialist
Curriculum Department-DAC
lcoyle@pvschools.net
602- 449-2102

To place/change an order, update contact info. or to report a delivery problem contact:

Justin Beasley
Instructional Materials Supervisor
Hands On Science Center
jubeasley@pvschools.net
602- 449-2088

To order refills for extra supplies, or to order live specimens contact:

Tory Thompson
Instructional Materials Coordinator
Hands On Science Center
tothompson@pvschools.net
602- 449-2088

To inquire about specific scheduled science kit professional development, contact:

Betsy Reader
Professional Development Dept.
breader@pvschools.net
602-449-2130
<http://cw.pvusd.k12.az.us/coursewizard/login/Login.jsp>

Kit Basics

Kits are a communal district resource designed to enhance the Science curriculum. As a communal resource, it is important to note that there are limited supplies of each available unit. So planning the use of your kit is very important. Ordering your kit well ahead of time helps improve availability. Returning your kit on time and in good order minimizes refurbishment time, helps save money, and directly impacts the experience of the next teacher and class to use the kit. Here's how you can get started on the right track to using the kit resource:

- Confirm your training record. All kits require training before you can receive them. Contact Betsy Reader (breader@pvschools.net) if you have any questions about what your training record looks like.
- Check the Science Curriculum website often. It has order forms, training dates and wealth of valuable information:
<http://cmweb.pvschools.net/currweb/currhandsonscience/>
-
- Order your kits using the official order forms, and send either via e-mail (jubeasley@pvschools.net) or district mail to Justin Beasley- Hands on Science Center-Distribution Center.
- Determine whether or not your kit uses live animals. (Animals 2X2, Insects need live specimens). Ordering and returning critters is a special process. Contact Tory Thompson (tothompson@pvschools.net) to order and have your live specimens delivered.
- If you are a “kit expert” and teach the unit to every class at your grade level, you are eligible to keep the kit for an entire school year. Indicate this on your order form.
- To return your kit, fill out a Materials Transfer form from your school secretary. List the kit and materials you are returning. Contact your custodian and have him/her collect the kit from your room. The custodian should contact Harold Meyer (hmeyer@pvschools.net) at the Distribution Center to schedule a pick up from your school. Your site may have a specific pickup and delivery day. Please check with your custodian for details.

These basics will be covered in detail on the next pages, but using just these tips will assist you in easy use of the kit resources.

Kit Ordering Procedures

Step 1- Training

- ❖ **Each** kit available from the HOSC (Hands On Science Center) requires attendance at a training session to cover specific methods for it's use and instruction before it can be checked out.
- ❖ Once you have determined which kit you are interested in requesting, consult the Professional Development website for classes and dates:
<http://cmweb.pvschools.net/profdevweb/>
- ❖ If the kit you want doesn't have a date listed for an upcoming class or you need to make other training arrangements, contact Linda Coyle (lcoyle@pvschools.net) for more information.
- ❖ Please DO NOT place orders for kits before you have attended the appropriate seminar.

Step 2 - Ordering

- ❖ Plan well ahead for the integration of a science kit into your instructional goals. **Kit orders should be placed with one month's advanced notice.** Note that same-week requests cannot be accommodated.
- ❖ Use the official order forms found here:
<http://cmweb.pvschools.net/currweb/currhandsonscience/>
- ❖ Please include your full name on the order form.
- ❖ Use only one order form per teacher.
- ❖ Indicate your desired week of delivery.
- ❖ Kits are circulated for 8-week loan periods. If you will be teaching the unit to all classes at your grade level, please indicate that you will require a year-long loan period.
- ❖ Send your completed request to Justin Beasley either via e-mail (jubeasley@pvschools.net) or through district mail addressed to "Justin Beasley-Hands On Science Center- Distribution Center".

Step 3- Receipt of your Kit

- ❖ Upon receipt of your kit, note the number of boxes included and the label in the top upper-left of each one. Verify your name and take down the required return date.
- ❖ Next, please inventory each box to verify that all items are present. If something is missing, please e-mail Tory Thompson at tothompson@pvschools.net. immediately so replacement materials can reach you as soon as possible.
- ❖ Kit loan periods are 8 weeks long (with the exception of "Insects" which is 12 weeks) and due dates are listed on the label for each box in your kit. Loan extensions are available *upon request* and can be accommodated if no other teachers have pending orders.
- ❖ Teachers are solely responsible for the kits checked out to them and the materials within. Do not share your kit with other teachers.
- ❖ Note that if you have ordered multiple kits for the year, you will only receive one at a time. The next kit will not be shipped until the first is returned to the HOSC.

Step 4- Returning your Kit

- ❖ Please inventory your kit using the appropriate forms provided with the kit, writing in your quantities. In the “problems” space, write any comments if necessary (like the bulb burnt out, student accidentally broke time, etc.)
- ❖ Return ALL boxes, bags, containers, and bottles etc. whether they are full or empty.
- ❖ Make sure that all containers and bottles are returned dried and cleaned. DRY is most important as wet items develop mold quickly.
- ❖ Teachers will not receive the same numbered kit next year so please **DO NOT** keep any items.
- ❖ We are aware that re-packing the kits can be difficult. If you can't fit everything back into the original kit boxes, please put the extra materials in a copy paper box and send it to Tory Thompson at the HOSC/ Distribution Center. Please label the box with your name, grade level and school so we can “credit” receipt of your entire kit.
- ❖ **Important!** Your custodian should collect the used kit from your room and contact Harold Meyer (hmeyer@pvschool.net) to arrange for a pick up from your school.

Critter Basics

- ❖ **Animals 2X2 and Insects kits** all integrate the observation of living organisms into their lessons. The District has many of these live organisms here at the HOSC. Please contact Tory Thompson to order all live specimens. Here is some information for making your “critter” experience easier:
- ❖ **To Order or Return Critters-** contact Tory Thompson (tothompson@pvschools.net). Specify what animal you need, how many, the date you would like them delivered/picked up and your school's name.
- ❖ Critters are picked up and delivered every **Monday** during the school year. Be sure to order your critters for the Monday following your kit's arrival.
- ❖ **Some of our critters are federally protected!** Each organism comes with an instruction sheet indicating how to care for them, as well as whether or not both living and dead critters need to be returned to the HOSC to comply with state law. **No animals should be sent home with students!**
- ❖ Whenever possible, critters should be returned in the containers they arrived in. When this isn't possible, they need to be secured for transport. For instance, Milkweek Bugs are often bred in zip-lock bag habitats. These habitats are not secure, and should be placed inside any lidded cardboard box for transport.
- ❖ **DO NOT** return critters inside /with your kit. The critters are very delicate and shipping them via Distribution cannot occur.
- ❖ **PLEASE take the utmost care with the critters!** These are live animals and students need to be monitored when handling them. Do not allow the students to remove the snails from their shells, or in any way harm or injure the critters.
- ❖ **For questions on care, contact** Linda Coyle (lcoyle@pvschools.net).



Frequently Asked Questions

Why do we have a Science Center?

— The Hands On Science Center will assure that the “kit-based” science materials are ready to use when they arrive at the school. A teacher’s valuable time should focus on leading students to a deeper understanding of scientific principles and processes. This Center will provide teachers the opportunity to focus their attention on high quality instruction, not be spending time gathering and organizing materials. The Students will benefit from integrated lessons that maximize their learning potential. The Hands On Science Center will provide a solution to managing materials so teachers can manage the learning environment.

The benefits of a Science Materials Resource Center (SMRC) include:

- High quality, readily available resources that support hands-on, inquiry based experiences for students.
- Ready to use materials that allow teachers to prepare and sustain a high-quality **instructional** focus for science
- A cost-effective solution to maintaining and refurbishing science kits.
- Strategies and tools that inform instructional and program decisions.
- Re-allocation of existing resources.

I have not been trained on a kit. If I missed the Summer Science Academy on Training, is there anyone else that can train me to use the kits?

— Many of our teachers already have been trained in using the kits and some have been to extensive four day trainings. Your school S.P.A.R.K.S. (Science Program And Resource Kit Specialist) would be your best resource for immediate assistance. Additional district-wide trainings will be available for new teachers, or teachers new to grade level starting in the fall. Check the HOSC website as well as the S.P.A.R.K.S Newsletters for details and updates. Contact Linda Coyle (lcoyle@pvschools.net) for details.

I've been trained in Kit A for my grade level. Do I need to attend a training for Kit B if it is at the same grade level?

— Yes, even if the philosophy of the kits is the same, each kit comes with different activities and labs.

I've changed my mind and I've already placed my order. I want a different kit/want a different delivery week/want to cancel my order. How do I make sure I get what I need?

— For any changes to existing orders, contact Justin Beasley via e-mail at jubeasley@pvschools.net.

My kit is missing supplies or I need additional materials. How do I get them?

— Contact Tory Thompson tothompson@pvschools.net. He is normally able to ship replacement materials within 24 hours of request.

I want to keep my kit longer than it was assigned to me. How long can I keep it?

— To extend your use of a kit, contact Justin Beasley via e-mail jubeasley@pvschools.net. Kits can be extended upon request, but please not that all-year check outs are strictly limited to those teachers instructing multiple classes at a single school. On time returns ensure an adequate stock of kits for any and all requests.