

Homeschool Science Enrichment Program

STUDENT HANDBOOK



TABLE OF CONTENTS

1. Table of Contents	Page 2
2. A Message to Our Families	Page 3
3. Our Mission	Page 4
4. Inclusion Statement	Page 4
5. Our Curriculum	Page 4
6. General Information – Building Hours	Page 5
7. General Information – Weekly Emails	Page 5
8. General Information – Mask Policy	Page 6
9. General Information – Contact Information	Page 6
10. Check In Procedures	Page 6
11. Check Out Procedures	Page 7
12. Late Arrivals/Tardiness	Page 7
13. Absenteeism Policy	Page 8
14. Where do I go during class?	Page 8
15. Late Pickup	Page 9
16. Personal Items – Valuables	Page 9
17. Personal Items – Lost and Found	Page 9
18. Personal Items – Electronic Devices	Page 9
19. Behavior - Dress Code	Page 10
20. Behavior – Contract Introduction	Page 10
21. Required Form – Behavior Contract	Page 11
22. Required Form – Email List	Page 12
23. Required Form – Photo Release	Page 12
24. Required Form – Allergy Form	Page 13
25. Safety – Emergency Drills	Page 14
26. Safety – Weather Closing/Class Cancellations	Page 14
27. Students with Special Needs	Page 15
28. Semester Calendar	Page 15
29. Weekly Calendar	Page 16
30. Program Cost	Page 16
31. Cancellation and Refund Policy	Page 17



A MESSAGE TO OUR FAMILIES

Dear Parents/Guardians,

Welcome to Adventure Science Center's Homeschool Science Enrichment Program! We have a great time here and are very excited to have you with us for the upcoming semester. We hope that this class experience is one that your child will not only enjoy but will remember for a lifetime.

Educational success for all students cannot be complete without an effective partnership with you. You are the most essential part of your children's education, and we must build a strong relationship with you to best serve your children's educational needs. We strongly encourage you to contact us with any questions, comments, and concerns that you may have during your time at our facility.

You will find in this Student Handbook some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of our program. **Please read this information carefully and keep it for future reference!** Again, should you have questions, feel free to contact us at the email below.

Our hope is that the partnership you develop with your children's teachers and the science center will reflect a positive feeling about science and education, and that this will be a pleasurable experience for everyone.

Sincerely,

Jason Moeller

jmoeller@adventuresci.org

OUR MISSION

Our mission is to open every mind to the wonders of science and technology, fostering a better understanding of ourselves and the world around us.

INCLUSION STATEMENT

Adventure Science Center is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. The collective sum of our individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent is essential not only to our culture but to our reputation and achievement as well.

We embrace and encourage our employees', students', and families' differences in age, color, ability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees, students, and families unique.

All employees of Adventure Science Center, students, and families have a responsibility to treat others with dignity and respect at all times.

OUR CURRICULUM

Your instructors at the Homeschool Science Enrichment Program write the curriculum for each class. We design the curriculum to be age appropriate, and follow the Tennessee State Science Standards while also being fun and engaging. You may view these standards at

https://www.tn.gov/content/dam/tn/stateboardofeducation/documents/massivemeetingfolder/meetingfiles4/10-20-17_III_J_Non-Substantive_Changes_to_Math_ELA_Science_Standards_Attachment_3_-_Science.pdf

Each semester will start with a project designed to introduce the scientific method to students. Afterwards, students will explore different careers in sciences such as chemistry, physics, astronomy, paleontology, geology, botany, oceanography, and robotics, just to name a few! These careers will allow students to examine the fundamentals of that science while being exposed to possible career paths that might interest them.

GENERAL INFORMATION – BUILDING HOURS

MONDAY	10:00 AM – 3:00 PM
TUESDAY	CLOSED
WEDNESDAY	CLOSED
THURSDAY	10:00 AM – 3:00 PM
FRIDAY	10:00 AM – 3:00 PM
SATURDAY	10:00 AM – 6:00 PM
SUNDAY	10:00 AM – 3:00 PM

GENERAL INFORMATION – WEEKLY EMAILS

Each week, your instructor will send you an informational email about the following week's class. Generally, this email will contain the following information.

1. An introduction to the week's subject (e.g. Computer Science) and topic (e.g. Binary Code)
2. The Main Point notes for the topic.
3. The answers to the Main Point notes.
4. A list of all materials used in the class.
5. Any safety/hazard observations pertaining to the materials.
6. Any other notes or observations about the program. These may include registration information, class time changes, changes to the handbook, or other important items.

Please read these emails! They often contain important information. We send these emails to keep you informed of what is happening in the program.

GENERAL INFORMATION - MASK POLICY

At this time, Adventure Science Center policy is that mask wearing is optional for students and staff. A vaccine is available, and we encourage all students to get it.

For additional information regarding our mask policy, please see here:

<https://www.adventuresci.org/visit/faqs/>

Adventure Science Center will continue monitoring the COVID-19 situation. Our policy is subject to change based on evolving guidance or other science based factors. We will only grant refunds as stated below in the cancellation policy, and will not grant refunds if the COVID-19 situation requires us to reinstate a mask policy mid-semester.

GENERAL INFORMATION – CONTACT INFORMATION

In addition to the weekly email, we also have an open door policy. Please feel free to reach out to your instructors with questions and comments, using the following contact information.

Jason Moeller

(615) 401-5082

jmoeller@adventuresci.org

CHECK IN PROCEDURES

1. Check your ticket to ensure you know the day of the week and time that your class is scheduled. You should have received the ticket in your email when you purchased the class.
2. Arrive for check in at the Science Center 10 - 15 minutes prior to class starting. You may park in any of the science center's guest parking spaces. We have a small upper parking lot close to the center and a larger lower parking lot across the street from the science center.
3. Look for the Homeschool Check-In sign just outside Adventure Science Center doors, of either Jack Wood Hall or the main lobby entrance. Please enter the coinciding doors.
4. The Homeschool Check-In table will be just inside the doors.
5. The Check In table will have a roster, a sign with illness questions, a highlighter, and a pen.

6. To sign your student in, you will first read the illness questions. If you can answer no to all the following questions, you may do the following:
 - a. Highlight your child's name on the roster.
 - b. Check the box on the roster stating that you have read the illness questions and can answer no.
 - c. Sign your name (parent/guardian's name) in the Sign In column on roster.
7. If you answer yes to any of the illness questions, your child may not attend class that day.
8. Students will wait in Jack Wood Hall or the main entrance lobby with another Adventure Science Center staff member until it is time for class.
9. At class time, the instructors will lead students up to their classroom.

CHECK OUT PROCEDURES

1. After class, the instructors will escort students back to the Check-In table in Jack Wood Hall.
2. Checkout is done at the same table as Check In.
3. To check out your child, sign your name (parent/guardian's name) in the Sign Out column on the roster.
4. Drive home safely!

LATE ARRIVALS/TARDINESS

We understand that there are occasions where a student will run late to class. Unfortunately, your instructors must start class on time, and will not be able to wait for you to arrive.

First, sign your student in at the check in table in Jack Wood Hall, as you would normally.

For members: Use your membership to check in at the front desk. After checking in, escort your student(s) up to the classroom, and knock on the door. Your instructor will let the student in.

For non-members: Go to the front desk, introduce yourself, and explain that your child is late to the homeschool class. You may then escort your student(s) up to their classroom. Knock on the door, and your instructor will let the student in. After your student is in class, please go back to the front desk and let them know you have dropped your

student off. You may not stay in the Science Center unless you have purchased a ticket or a membership.

For safety reasons, a parent or guardian must escort their late student to class.
Unaccompanied students may be asked to leave Adventure Science Center.

ABSENTEEISM POLICY

We understand that there are occasions where a student will need to miss class. If your child is going to be absent, please email your instructor to notify them of the absence and the reason. You may find your instructor's email on page 3 of this handbook.

WHERE DO I GO DURING CLASS?

Due to classroom size restrictions, parents and siblings are not allowed to sit-in on classes. Fortunately, there are plenty of options for things to do while your student is in class!

For Members: Adventure Science Center members are welcome to stay and enjoy all Adventure Science Center has to offer during class time. If you plan to stay in the museum, after checking your student into class at the check in table, please check into the museum at our membership desk.

Parents often also enjoy watching a Planetarium show! You may purchase tickets at the front desk or membership desk.

However, you do not need to stay at Adventure Science Center during class. You may relax in the car, enjoy a beautiful day at Fort Negley, or even run an errand! If you plan to leave the Science Center during class, please leave an emergency contact number on the Notes section of the sign in sheet. This will allow your instructor to contact you in the event of an emergency.

For Non-Members: Non-members must purchase an admission ticket or a membership if they wish to remain in the Science Center during class time. The restrooms will be open for anyone who needs them.

LATE PICKUP

We ask that you please pick up your student immediately after class ends. However, we do understand that there are occasions where you may be late. We don't like Nashville traffic either! For this reason, there will be a 15-minute grace period after class ends.

Please be aware that after 15 minutes, there will be a \$15.00 charge for a late pick up.

PERSONAL ITEMS – VALUABLES

Please do not allow your child to bring large amounts of money and/or valuable items to class. Adventure Science Center is not responsible for lost, stolen or damaged items.

PERSONAL ITEMS – LOST & FOUND

Your instructors will turn all items found in the classroom or the building into the Science Center's Lost and Found. You may pick up all items from the front desk. To assist in the recovery of lost items, please ensure items have your child's name written on them.

Should you find any items that are not yours, please give them to your instructor, or turn them into the front desk. Thanks!

PERSONAL ITEMS-ELECTRONIC DEVICES

Students may bring electronic devices into the classroom. Unless a teacher allows a student to use the device, it must remain out of sight, or in the case of smart watches, left alone, until the end of class. Any student using an unapproved electronic device during class shall have the device confiscated until the end of class. The instructor will return the device at the end of class.

Parents/Guardians, please do NOT contact your students during class unless there is an emergency and you need to pick your child up.

BEHAVIOR – DRESS CODE

ASC Homeschool Science Enrichment Program students should not wear the following items:

1. Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures;
2. Clothing, pins, jewelry, accessories or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities
3. Clothing pins, jewelry, accessories or other items of adornment depicting bawdy, salacious or sexually suggestive messages.
4. Pajamas
5. Swimsuits
6. Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as flip flops, bedroom slippers, and unfastened shoes or shoes missing appropriate closures). Since this is a science class, **all shoes must be closed-toed.**

BEHAVIOR – CONTRACT INTRODUCTION

Adventure Science Center seeks to provide a classroom experience that promotes physical safety, emotional wellbeing, educational opportunities, and just plain fun! For this to occur, everyone must share in the responsibility for making class a great experience.

Sometimes, despite everyone's best efforts, misbehavior will occur during class. We can easily handle most of these situations, but there may be times when we need to include the parent/guardian for disciplinary purposes. In the hope of eliminating these situations and educating everyone about what the appropriate behavior during class is, Adventure Science Center has put into place the following behavior contract.

Please read and sign the contract on page 12. Doing so indicates that both you and your student understand what type of behavior is acceptable during class, and understand what the consequences will be in the event of inappropriate behavior.

We appreciate your trust and support! Together we can make our homeschool class a wonderful experience for your child.

REQUIRED FORM - BEHAVIOR CONTRACT

EXPECTATIONS

1. Please do not touch anything unless the instructor says it is ok.
2. Please do not eat or drink any of the science unless the instructor says it is ok.
3. Please keep your hands, feet, and other objects to yourself.
4. Please raise your hand if you have a question or if you would like to speak. Individuals who "shout out" will not be called upon. Also, please use your indoor voice when speaking.
5. Please be respectful to the other students and the instructor. Please use kind words.
6. If there is a pandemic and Adventure Science Center requires a face mask, please wear your mask over your nose and mouth for both your safety and the safety of the other students.
7. If you are a virtual student, please use the chat feature only to ask a question or answer a question. Spamming the chat will result in a loss of the privilege.
8. If you have a problem during homeschool, talk to the instructor! We won't be able to help you if you don't speak up!

CONSEQUENCES FOR VIOLATING THE EXPECTATIONS

If a student intentionally violates one of the expectations, the following consequences will occur.

1. Warning One: Instructor will discuss the behavior with the student.
2. Warning Two: The instructor will discuss the behavior with the student and parent/guardian.
3. Warning Three: The instructor will discuss the behavior with the student and parent/guardian. The student will be suspended for one class.
4. If a student is suspended twice, that student will not be allowed to return to the homeschool class.

Note: Severe violations of the policy may result in multiple warnings being given. Severe violations may also result in the student being asked to leave the program, regardless of the number of prior warnings. Parents/Guardians must also adhere to the student expectations presented above while in the building. There are no refunds when an individual's own behavior requires that they be sent home.

I have read and understand the Homeschool Behavior Contract. I have discussed it with my child in a manner that he/she can understand. All Parents/Guardians dropping off or picking up their child up must sign this contract.

Parent/Guardian Signature

Child's Signature

Date Signed

REQUIRED FORM – EMAIL LIST

I would like to add the following email to Adventure Science Center Homeschool Email List.

_____	_____
Print Name	Signature
_____	_____
Clearly Print email to be used	Date

If you have not received an email by the first week of class, please email jmoeller@adventuresci.org, so that we may check the list for errors.

REQUIRED FORM – PHOTO RELEASE

Please sign one or the other.

I hereby grant permission to Adventure Science Center to use photographs of me and/or my child(ren) under 18 years of age for publicity and promotional purposes.

_____	_____
Print Name	Signature

I do not want Adventure Science Center to use photographs of me and/or my child(ren) for publicity and promotional purposes.

_____	_____
Print Name	Signature

REQUIRED FORM - ALLERGY FORM

Child's Name: _____ Date of Birth: _____

Does your child have any allergies? YES NO

If Yes, please list, and indicate type of reaction:

FOOD REACTION

MEDICATION REACTION

INSECTS REACTION

Does your child suffer from any other allergies, e.g. Chemical, first aid creams/lotions, plants, animals, or latex? YES NO

If Yes, please list and indicate type of reaction. If the reaction is severe, please supply us with medical advice from your doctor.

In the event of an exposure to one of the listed above allergies, at what point should ASC staff notify parents/guardians?

Immediately After Class IF _____ THEN _____ Other: _____

Will your child have an inhaler with them in class for emergency use?

YES NO

Will your child have an Epipen with them in class for emergency use?

YES NO If yes, what exposure would elicit the use of their Epipen? _____

Any additional information regarding your child's allergies we should know?

SAFETY – EMERGENCY DRILLS

Adventure Science Center routinely practices emergency drills such as fire drills. These drills help prepare staff in the event of an emergency. On occasion, these drills may occur during class time. Students should follow their teacher’s instructions to complete the drill, while parents and guardians should follow all instructions given by Science Center staff.

On days where drills disrupt class, class will end later than normal. This will ensure that all students still get the same class experience.

In the event of an actual crisis, Adventure Science Center will implement its Emergency Action Plan, following Adventure Science Center policy. As with the drills, students should follow their teacher’s instructions, while parents and guardians should follow staff directions.

Please make sure your emergency contact information with the Science Center is up to date.

SAFETY – WEATHER CLOSING/CLASS CANCELLATIONS

Generally, we will follow Metropolitan Nashville Public School’s (MNPS) guidelines and announcements on severe weather. If MNPS announces a school closure for weather related reasons, we will also cancel class.

In addition, Adventure Science Center’s Learning and Outreach Manager is authorized to cancel the class in the event of inclement weather or other emergencies that may be hazardous to the health and safety of students or staff.

Your instructor will announce all class cancellations via email, using the same email list we use to send the weekly emails. Adventure Science Center builds a minimum of one makeup week into each semester to account for severe weather. If additional closure days occur, we may not be able to accommodate those makeup days.

STUDENTS WITH SPECIAL NEEDS

We make every attempt to serve students who require special attention or consideration. However, as we are not a special needs school, there may be some needs that we are unable to meet. If your child has special needs or requirements, please contact us at the contact information on page 6.

SEMESTER CALENDAR

JANUARY 9	Physicist – Get Energized!
JANUARY 16	MLK DAY – NO CLASS
JANUARY 23	Experiment Design – Surfactants Part I
JANUARY 30	Experiment Design – Surfactants Part II
FEBRUARY 6	Mechanic – Machines
FEBRUARY 13	Cartoonist – Rube Goldberg Machines
FEBRUARY 20	PRESIDENT’S DAY – NO CLASS
FEBRUARY 27	TO BE DETERMINED
MARCH 6	Engineer – Sounds of the Sea
MARCH 13	SPRING BREAK – NO CLASS
MARCH 20	Hydrographer – The Deep Sea
MARCH 27	Engineer – BP Oil Spill
APRIL 3	Oceanographer – Marine Debris
APRIL 10	Citizen Scientist – Oceanography
APRIL 17	Psychologist – Psych and Learning
APRIL 24	Surgeon – Sheep Brain Dissection
MAY 1	Science Fair Practice Presentations
MAY 8	Severe Weather Makeup Week
MAY 13	Science Fair – Additional Fee required to participate.

WEEKLY CALENDAR

*Note – the following is the proposed schedule. It may be adjusted based on registrations.

MONDAY

Time	Grade	Instructor	Classroom
10:00 AM	3 rd -5 th	Kayla	GREEN
10:00 AM	K-2 nd	Jason	YELLOW
12:00 PM	K-2 nd	Kayla	GREEN
12:00 PM	3 rd -5 th	Jason	YELLOW
2:00 PM	3 rd -5 th	Kayla	GREEN
2:00 PM	6 th -8 th	Jason	YELLOW

PROGRAM COST

Members Full Semester - \$182.00 per student

Non-Members Full Semester - \$210.00 per student

Members Individual Class - \$20.00 per student

Non-Members Individual Class - \$26.00 per student

Science Fair Entry Fee - \$20.00 per student

*Individual classes will go on sale after full semester registration has been completed, and will be available for class time slots that don't sell out. Each time slot has 15 openings. If those openings fill with students attending the full semester, then individual classes will not be available for that time slot.

All Registration Dates and Times will be on our website at www.adventuresci.org/homeschool.

CANCELLATION AND REFUND POLICY

28 days or more from the first day of the homeschool semester – **full refund**

15-27 days from the first day of the homeschool semester – **50% refund**

14-days from the first day of the homeschool semester – **no refund**

Refund requests will be calculated from the delivery date of the request. Please email jmoeller@adventuresci.org to request a refund.

Please note: This policy applies to both full semester and individual class purchases. Again, Adventure Science Center will continue monitoring the COVID-19 situation. Our policy is subject to change based on evolving guidance or other science-based factors. We will only grant refunds as stated above in the cancellation policy, and will not grant refunds if the COVID-19 situation requires us to reinstate a mask policy mid-semester.