

Science Adventure School Teacher Handbook

Welcome to Science Adventure School! We are so excited that you will be joining us for this life-changing experience. This handbook will act as a guide to help you prepare for your week with us and provide information about your role during SAS. Please take the time to review this information before you attend camp. Please don't hesitate to contact us if you have questions or concerns.

Teacher Responsibilities at a Glance

- Hand-out, collect, and monitor paperwork and forms for completeness
- Create groupings of 14-15 students
- Administer medicine to students
- Be present at activities and evening discussions
- Provide supervision during free time
- Have a great time!

Pre-SAS Expectations

Students will be given a number of forms to take home to their families. It is a requirement that all forms be completed and returned to us before the beginning of your time at SAS to ensure the best possible experience for you and your students. Please monitor forms for completeness and encourage students to bring them back to you as soon as possible

We also ask that each school assign students to groups of 14-15 and assign one teacher or other school personnel to be with that group throughout the week at SAS.

Participation Expectation

We expect that you will be present with your students throughout the day. SAS staff will take the lead in teaching our curriculum, though you can and should feel free to individually help students who are struggling. We do not necessarily expect you to take part in every lesson. However, we do encourage you to participate in activities as much as you feel able. Your students will be watching you for cues on how they should react and engage with our instructors. If you join in activities, particularly right as everyone is getting started, they will be more likely to engage, speak up, and have fun. Don't worry about making mistakes. We are looking to you for enthusiasm, not expertise, and the occasional mistake will only reinforce the lessons we are teaching students about the importance of trying new things and overcoming setbacks. You are here to build relationships with your students. We will handle the logistics of the day so you can enjoy experiences, focus on the kids, and participate in discussions.

If you wish to take a more active role in curriculum delivery, please let us know as we may be able to accommodate your request.

Curriculum

Students will experience two types of learning: STEM and Environmental Education. STEM Ed. tends to be more structured around an activity, while Environmental Ed. is open and designed for students to explore natural science at their own pace. Occasionally, students have difficulty switching mindsets from highly structured to open exploration or vice versa, but we think it's important for them to experience both! You can help by encouraging them to try both kinds of activities fully.

Medication and Medical Forms

As part of a WV State Board of Education requirement, teachers will be required to distribute and administer medical training to their group of students while at SAS. You will need to take Medical Administration training in the form of a short online course that will outline the basics of medical administration to students. We will provide you with a secure place to store medication with refrigeration. Our SAS guides can help through finding and organizing students, but as per BOE regulations, are not allowed to give medications to students. We will also give you forms that summarize the medications that each student in your group will need to take along with the times they need to take their medication.

Alternatively, if your school is able to send a school nurse to SAS, they are allowed to handle medication administration for your school.

Students will be required to carry their own life saving medication (inhalers, epi-pens, etc.). We understand this may not be a policy at your school, but the BOE has approved this decision for SAS. Similarly, you will not need to use the medical release forms from your school, as the BOE has approved SAS medical forms for your time with our program.

Here is the medical administration training link: <https://shop.aap.org/medication-administration-in-early-care-and-education-settings/>

Last Minute Paperwork Changes

We understand that there may be changes to your roster after you turn in your paperwork and before you arrive onsite at SAS. We ask that you be timely in communicating these changes to us. We have a robust and interconnected risk management system that is prepared before you arrive with the paperwork you have given us. When paperwork is turned in to us, we create risk management folders, tent maps, health lodge and staff briefings, with additional paperwork copies as administrative backup. Last minute changes require a reworking of all these systems, so it is essential that you communicate any changes in your roster to us by the end of the school day the Friday before you arrive at SAS. We will not honor any participant substitutions that happen the Monday before SAS.

Discipline

Discipline is a joint responsibility between teachers and SAS staff, though our staff will play a primary role in monitoring student behavior. As the people who know your students best, we know that you may know when students need minor corrections such as help paying attention or talking to others with respect and will defer to your judgement. In some cases, SAS staff may have a helpful perspective on student behavior through their training as experiential educators. Staff will check in with you about how you want to handle discipline issues.

SAS asks to be a part of the conversation with students who have major discipline issues, particularly in the case where early dismissal from the program is being considered. We feel that behavior issues can be part of the learning process, and that SAS can be a great place to work through issues with students that can be transformative for all involved.

Early Pick Up

We value your student's safety above all else and for that reason we only allow parents or a legal guardian to pick up a student in case of emergency or illness. All families will receive a form that will allow guardians to indicate who is allowed to pick up their child from SAS. **Anyone who is not on that form will not be allowed to pick up a student.** If parents are picking up a student from the Summit, their early departure must be approved and coordinated by a SAS director or coordinator. Please do not tell parents or guardians to arrive at SAS without first speaking with a SAS coordinator and planning a set pick up time. In the event of a student needing to be picked up early, authorized guardians may pick up students during the hours of 8:00 AM to 8:00 PM. They may not pick up a student outside of this window because of security and safety risks associated with vehicles at camp at night.

If your student requires early pick up, one of the people on their pickup form must bring their driver's license or a government issued ID to the front gate at the Summit Bechtel Reserve North Entrance near Glen Jean. Once they arrive at the gate the guard will alert Science Adventure School staff and we will bring the student and all their belongings to be picked up.

Free Time Supervision

We ask that teachers please be present during student's hour-long free time to supervise and be available to help students as needed. It is the only hour of the day where your help is truly needed to give our staff a break. This is also when students have access to their phones, so it can be when homesickness begins to occur.

Lodging

Sturdy, weatherproof canvas tents near the students' sleeping arrangements will be provided for all teachers who visit the Summit. Tents are rustic and equipped with two cot style bunk beds and have room for storage. Two teachers of the same gender will be assigned to one tent.

Depending on the number of teachers in attendance during your week, you may be asked to share a tent with a teacher from a different school.

Cots have limited padding, so you may wish to consider bringing a backpacking mattress or sleeping bag pad if this is a concern to you. SAS does have some foam pads that we can loan out as they are available. We're also happy to provide recommendations for anyone who is interested in purchasing something more substantial. All tents will be located near a bathhouse equipped with flushing toilets and ambient temperature showers. As teachers, you are allowed to use the staff bath house on a limited basis after students have gone to bed. As students do not have this privilege, we ask that you be very discreet.

Tents do not have electricity or lighting of any kind. Headlamps are good to read by at night, but you may also wish to bring a portable lamp to give you more light during the evenings. Electrical outlets are also available in the bath houses and around camp, but we do not recommend leaving any device there unsupervised.

Activities

Students will be away from the campsite most of the day from after breakfast to dinner time. It's a good idea to make sure that you bring plenty of snacks, sunscreen or anything else you want with you when you leave camp in the morning and encourage students to do the same.

Cell Phones

Students will only be allowed to access their cellphones during their evening free time. Teachers are welcome to keep their phones with them throughout the day, but we ask that you be mindful of the fact that students will not have their phones and be discreet with your phone use.

Food

You will be eating alongside your students for meals. Meals will be supplied by the Child Nutrition Office and will be balanced meals that are suitable for adults and youth. We are able to accommodate a variety of dietary needs. However, you may wish to bring some supplementary food or snacks. There is some limited refrigerator space available for teachers to store things. You are not allowed to store any food or snacks in your tent. This is because there is a black bear population in the area and keeping food items in your tent will attract them to our campsite. We will have a secure, central area for snack storage. Keep in mind that students are not allowed to bring snacks, so please be discreet should you choose to bring them for yourself.

Water will be widely available around the Summit, but depending on the outside temperature, it may be lukewarm rather than cold. Though the temperature may be surprising to students, it is safe to drink.

Physical Activity

The Summit is situated in a forest environment with a wide variety in terrain types. Please be prepared to be physically active during your time at SAS, and make sure that you bring good shoes for walking. Each day will feature hiking to and from each class site, which may sometimes be up steep hills. You may find it helpful to start a walking routine several weeks before your group arrives to give your body more time to adjust.

Temperatures

Because of our location, temperatures can vary wildly throughout the day. Mornings can be cool, afternoons hot and humid, and night chilly, or it could be completely the opposite! Make sure to pack a selection of clothing and bedding to deal with the temperatures. You will be more comfortable and will be better able to help your students. If you are someone who gets chilled easily, we recommend bringing extra blankets or a comforter, particularly during the later weeks of the program.

Homesickness

We understand this is a first-time camp experience for so many of our students and they can sometimes get homesick or miss family. We encourage all our students to stick out the full three nights and give it their best and ask that you help support us with this. We have found that it is better to stay positive with students and encourage them to think about the fun things they will get to try and good experiences they will have with their friends. Guilt, bargaining, or implying that students will be letting someone down often only make them feel worse. Your encouragement as a trusted adult can often be the thing that turns a homesick kid into one who never wants to leave!

School & Principal Planning Checklist

4 Weeks Prior/ First Week of School:

- If you are going to delegate a point-person to handle paperwork, identify that person and communicate that person's contacts to the SAS team
- Identify your specific student & teacher roster and your student waitlist & teacher back-up
- Schedule your busses to drop students off at the Summit by **9:00am** on Tuesday and arrive at the Summit by **Noon** on Friday for a **1:00pm** departure
- Plan for a first day packed lunch (most schools provide this as opposed to requiring students to pack a lunch)
- Return signed SAS School Contract that requires the signature of the school superintendent and principal. Without a signed contract, you may not participate in SAS.

3 Weeks Prior:

- Send home participant paperwork packets (students and teachers)
- Communicate with parents that this packet is coming home with their child and **due back in 1 week**
- Plan your groups of 14-15 students and one teacher ~~and tent arrangements (4 single gender per tent)~~ and email these to SAS. **Currently, SAS will need to make tent assignments due to Covid protocols. This may change and we will update you in a timely manner if this will not apply to your school.**

2 Weeks Prior:

- Collect participant (students and teachers) paperwork and verify completion
- Scan and email (or certify mail) all participant paperwork or work with SAS team to arrange pickup if local to Morgantown area
- Communicate with SAS about any participant accommodations (ie. hearing or vision impairment, mobility needs, etc.) needed
- Communicate with SAS any relevant medical, behavioral, or other concerns of participants that are not noted in paperwork

1 Week Prior:

- Communicate to families the details of when participants need to arrive to school on departure Tuesday, where they are to bring their belongings, who to turn in medications to, and how/when their children will be getting home on arrival Friday

Post Program:

- Celebrate! We made it!
- Communicate any thoughts, ideas, or feedback you have on the trip with SAS.
- One to two weeks after your trip, complete the post feedback form with your students.

Packing List

PROVIDED ITEMS	
X	Tent
X	Cot

SLEEPING	
	Sleeping pad
	Sleeping bag (or sheets)
	Blanket
	Pillow

DAILY ESSENTIALS	
	Daypack (15-30L)
	3-4 Face masks
	Flashlight or headlamp
	Small notebook
	Pens/pencils
	Sunscreen
	Sunglasses
	Water bottle

HYGIENE	
	Toothbrush & toothpaste
	Deodorant
	Shower supplies
	Towel

CLOTHING	
	2 pairs closed toe shoes
	Water shoes (old sneakers)
	Undergarments
	4-5 pairs socks
	3-4 T-shirts
	1-2 long sleeve shirts
	2-3 pairs shorts
	1-2 pairs pants
	Insulating layer
	Warm Jacket
	Warm Hat
	Warm Gloves
	Rain jacket / poncho
	Pajamas

PERSONAL ITEMS	
	Required medications
	Glasses or contacts
	Inhaler / Epi-pen / etc.

OTHER	
	Bin/Bag to pack everything
	Bag for dirty clothes

Living Accommodations

All teachers will be provided with a 10'x12' canvas tent and a cot. Tents will be shared between two teachers of the same gender. Nearby bathhouses include toilets, sinks, mirrors, and individual shower stalls.

Borrowed Equipment

We have a limited amount of equipment available for student use during the week. Gear is reserved for students, but if we have extra it can be loaned out to teachers as well. Arrangements can be made by contacting SAS@mail.wvu.edu or (304) 293-7190 prior to arrival.

Weather

The Summit is in central West Virginia and is subject to frequent thunderstorms and rapid temperature changes. Rain gear, warm insulating layers, and warm sleeping gear is essential for comfort. During our season, temperatures could swing from 40°F to over 90°F. Layered synthetic clothing is ideal for adapting to rapid temperature changes.

Valuables

Things can easily get lost or damaged in the outdoors. We highly recommend packing older clothing and discourage bringing any valuable items.

Electronics

Please do not bring any large or valuable electronics. The security of any electronic device cannot be guaranteed. Each group will have a digital camera for photographs during the week.

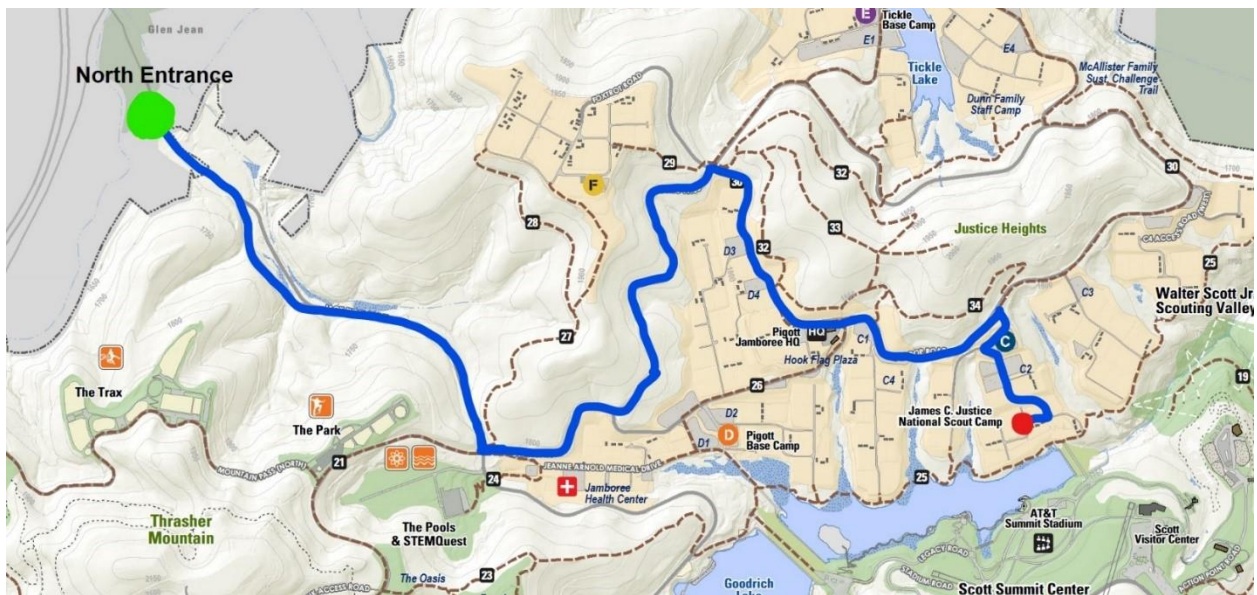
Arrival Instructions

Address

**Summit Bechtel Reserve
2550 Jack Furst Dr
Glen Jean, WV 25846**

Navigation

1. Navigate to the Glen Jean Post Office at: 102 Co Rte 25/9, Glen Jean, WV 25846
2. Pass the Post Office and National Park Headquarters and continue straight over the railroad tracks to the guard shack
3. After passing through the gate, follow the map below
 - a. At the first 4-way intersection, make a left turn
 - b. At the next 4-way intersection, make a right turn
 - c. Take a right turn at the large "C" tower
 - d. Take the first left turn into camp
 - e. Unload busses by the large tent



Arrival

After exiting the bus, students will be directed to join a large group for activities and grouping. Teachers and SAS staff will assist in unloading student equipment from busses. While students are being organized into groups, teachers will meet with a SAS coordinator for an overview of the week. Teachers will then join their group for the remainder of the week.