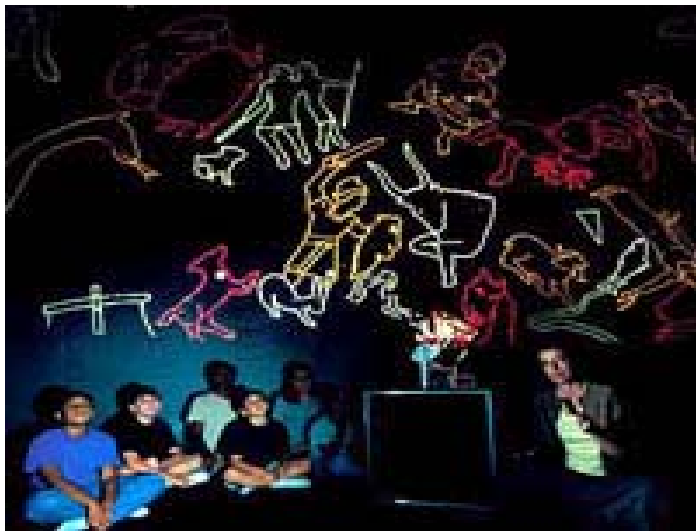


STARLAB

CHECKLIST FOR PRINCIPALS



1. Security

- Starlab preferably should be set up in the gymnasium. It cannot be set up in an area smaller than a gymnasium or a cafeteria due to height requirements. Starlab must also be in a secure location with locked doors.
- If your gymnasium is utilized by outside organizations (recreation departments, karate instruction, etc.) after school hours, all activities by those groups must be cancelled or moved to another location for the duration of Starlab’s stay at your school.
- Please notify the P.E. teacher that all of their classes need to be held outside or in the classrooms while Starlab is set up in the gym. Please also notify all custodians that the area where Starlab is located must not be disturbed.
- Starlab will arrive at your school on a rolling cart. It should be stored in a corner of the gym until the Starlab resource arrives to set it up. Once Starlab is set up, it is not to be moved for any reason except by the Starlab instructor.
- The only school materials that the Starlab instructors may need will be folding chairs, large plastic cones, two very small chairs, a large rectangular table, a trash can, and (if your school has on) a rolling chalkboard or dry erase board.

2. Starlab Delivery and Pick up

- Each school has been assigned an eight day block for the Starlab. Day 1 of the Starlab schedule is reserved only for the delivery and set up of the Starlab. Starlab will be delivered in the morning of Day 1 and set up in the afternoon. The P.E. teacher can have classes in the gym until the Starlab resource teacher arrives in the afternoon to set up the Starlab. Starlab will be picked up in the morning of Day 9.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Starlab delivery and set up	Starlab teacher in-service	Class Visits to the Starlab (depending on the number of days needed for all classes to attend the Starlab)					A.M. Make-up day P.M. Pack up the Starlab

3. Teacher In-service

Because each school’s daily schedule differs, each school needs to make their own teacher in-service Starlab schedule following these specific guidelines:

- Day 2 of the Starlab schedule is reserved **solely** for the teacher in-service. (See table above.)

- Most schools schedule this in-service during the teachers' planning periods. Classroom teachers need to attend the in-service by grade level. They need to bring their Starlab activity packets with them to the in-service. The in-service will start outside of the Starlab and then teachers will go inside the Starlab for the second half of the in-service. Each grade level in-service lasts about twenty minutes. Teachers need to attend the in-service even if they attended one of the Starlab in-services at another school because some of the materials and lessons being taught have been updated.
- Starlab in-service packets will be forwarded to your school prior to the Starlab arriving. Please distribute these packets to the classroom teachers as soon as possible so they can be reviewed prior to coming to the Starlab in-service.
- Teachers will be encouraged to utilize the Starlab Activity packet as much as possible to extend the students' Starlab experience. These packets include activities that correlate with the BCPS curriculum and the Voluntary State curriculum.
- Once the in-service schedule is completed, please email a final copy of the schedule to the Starlab instructor coming to your school-Susan Riffe or Tim Kent.

4. Scheduling

Because each school's daily schedule differs, we need each school to make their own classroom Starlab schedule following these specific guidelines:

- Class visits start on Day 3.
- Each class in the school needs to visit the Starlab one time.
- Preferably all classes in each grade level should visit the Starlab on the same day. If this is not possible, try to cluster the grade levels together.
- Time frames:
 1. There needs to be a **45**-minute window scheduled for Primary (PreK-2) visits.
 2. Intermediate visits (grade 3-5) need a **60**-minute window scheduled.
- All 3rd grade classes need to be scheduled on the last or next to last day of Starlab's classroom visitation schedule. The 3rd grade Star Search unit is designed to only be taught when Starlab is visiting the school. Certain activities within Star Search need to be taught prior to the 3rd grade classes coming to visit the Starlab. The 3rd grade teachers will be given the Data Record Sheet for the Short Cycle Assessment for Star Search at the Starlab teacher in-service.

- All classes in all grade levels need to be scheduled to attend the Starlab. Be sure to include all morning and afternoon Pre-Kindergarten and/or Kindergarten classes in the schedule.
- Please schedule all special education classes to attend. Students in wheelchairs can enter the Starlab through the side rather than crawling in through the tunnel. If special education students are mainstreamed, they can come to the Starlab with their homeroom classes.
- Try to schedule ten minutes between classes to allow for student questions, changing materials inside the Starlab for different grade level programs, and other unforeseen circumstances. This helps make the schedule run much more smoothly.
- When making the master schedule, please allow an hour for the Starlab instructor's lunch period. This is the Starlab instructor's lunch period and planning period.
- Schools typically schedule three to five classes per day. Try not to schedule more than five classes a day.
- When making the classroom visit schedule, it is helpful to consolidate all of the class visits into five days (Day 3-Day 7). If possible, please allow the morning of Day 8 as a potential make up day in case of inclement weather, power outages, school delays, etc. The afternoon of Day 8 should be reserved to pack up the Starlab. The Starlab should be picked up the following morning.
- Please double check all calendars for potential conflicts. For instance, the gym may have been already scheduled for other purposes (Jump Rope for Heart, ping-pong tables, Whittle equipment, kindergarten registration, bicycles, etc.). No other activities can be scheduled in the same location as the Starlab for security reasons.
- If your gym is used for bus dismissal, it is advised to relocate bus dismissal to another location during Starlab's stay at your school.
- If there is a school delay or cancellation for any reason, the schedule will resume with the regularly scheduled classes. Hopefully, the missed classes will be made up at the end of the Starlab visit on Day 8.
- Please do **not** schedule any fire drills while the Starlab is in your building.
- Once a Starlab class schedule is completed, please email a final copy of the schedule to the Starlab instructor coming to your school-Susan Riffe at sriffe@bcps.org or Tim Kent at tkent@bcps.org .

5. Classroom Visits to the Starlab

- Teachers and classroom assistants need to go inside the Starlab and stay with their class during the entire Starlab visit in order to assist with any student concerns that may develop. This topic was addressed in BCPS Weekly Bulletin on 1/29/10 Vol. 52 Item #503. It stated that, in addition to the Starlab instructor, there needs to be an additional staff member present at all times inside the Starlab. If a teacher cannot attend the Starlab with their students, then the school needs to make arrangements for another

staff member to take that teacher's place when their class attends the Starlab.

- If there is a substitute teacher for a class on the day of the Starlab visit, the substitute must also stay with the class. It may be helpful for the person who schedules the substitutes to notify the substitutes that they will be visiting the Starlab that day.
- Teachers and students must remove their shoes before going inside the Starlab. All students will sit on the floor on carpet squares inside the Starlab. There will be two chairs inside for teachers to sit on.
- All coats and jackets need to remain outside the Starlab.
- All materials will be provided for the students. Students should not bring anything with them to the Starlab.
- No gum or candy is allowed inside the Starlab.
- Classes need to arrive at the scheduled time in order to fully utilize their instructional time.
- No children can be left alone outside of the Starlab for any reason. The teachers must have a contingency plan in case a child has to exit the Starlab for any reason.
- The Starlab holds approximately thirty students. Classes that have more than thirty students need to be split up into smaller classes. Very small classes on the same grade could also be combined into one class if the total number of students is less than thirty.

6. Teacher Evaluations

- All classroom teachers will be given an evaluation form after all of the classes attend the Starlab. The evaluation should be completed by each teacher and submitted to the Office of Science, PreK-12 following the Starlab visit. These evaluations will help us plan for future visits. Teacher evaluations will be used to revise and update the Starlab curriculum. Teachers can also submit any follow-up lessons/activities/projects that students complete that relate to the Starlab lessons. These may be utilized in development of anchor papers for post assessment activities.