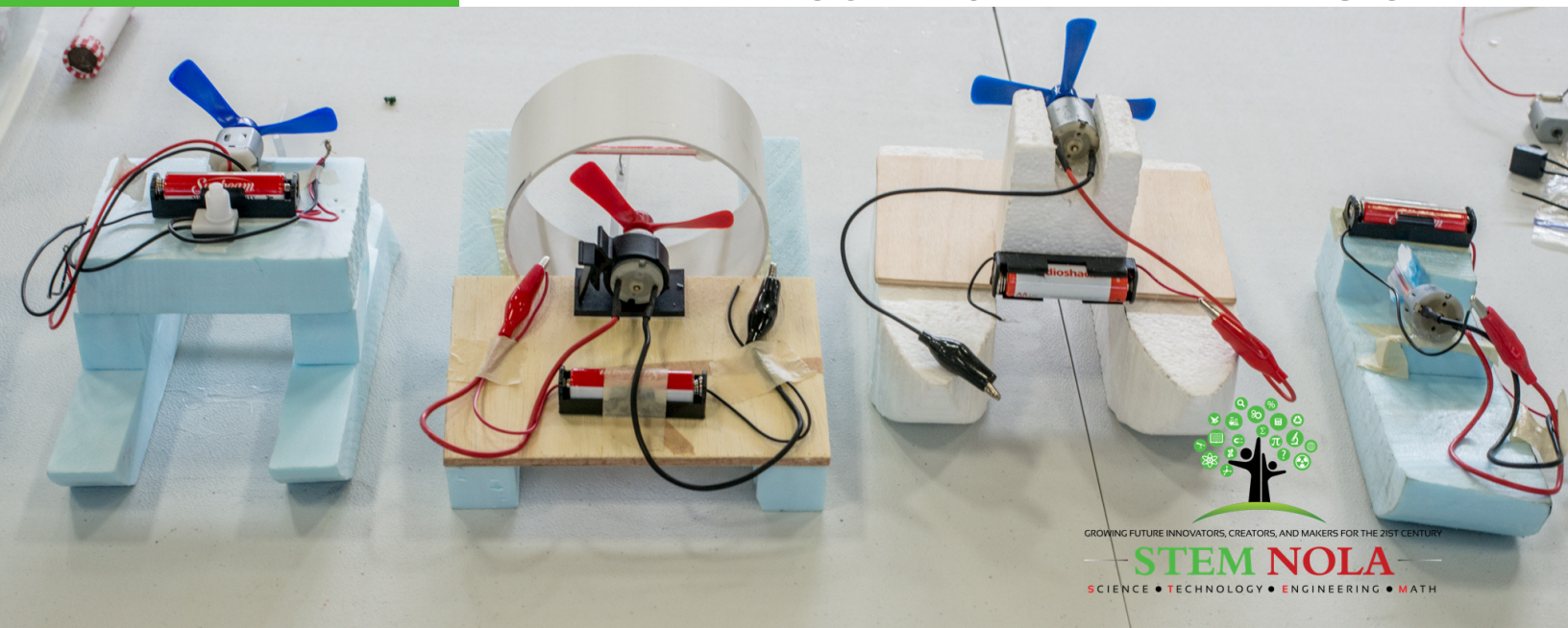


PARENT AND STUDENT HANDBOOK 2020-2021

STEM NOLA

21ST CENTURY
COMMUNITY LEARNING CENTER



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WELCOME TO

STEM NOLA'S 21ST CENTURY AFTER-SCHOOL PROGRAM

STEM NOLA Mission Statement

"The mission of STEM NOLA is to grow future Innovators, Creators, and Entrepreneurs through inspiration, engagement, and exposure. Members of the community learn about opportunities in the fields of Science, Technology, Engineering and Math (STEM) via engaging and interactive programming."

Host School

Dr. King Charter School
HOME OF THE EXPLORERS

Dr. Martin Luther King, Jr. Charter School
1617 Caffin Ave.
New Orleans, LA 70117



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The benefits of the STEM NOLA 21st CCLC After-School Program:

- Strategic tutoring opportunities during non-school hours
- Hands on Science, Technology, Engineering, and Math (STEM) Based enrichment activities
- Mentorship by STEM trained college students and professionals.

Goals of the STEM NOLA 21st CCLC After-school Program:

- To help youth develop an interest in STEM and STEM-Based learning activities
- To develop the capacities of youth to engage in STEM-Based activities for learning and recreation
- To inspire youth to value the opportunities and possibilities of STEM-Based careers
- To help youth develop the necessary, and transferable 21st Century skills of Communication, Collaboration, and Critical Thinking

STEM NOLA Description and Philosophy

At STEM NOLA, we believe the following:

- All students can learn
- Students should have access to safe, fun, and stress-free learning environments during after school hours
- Students can enhance their academic skills when provided with strategic tutoring opportunities during non-school hours
- Teachers possess the intellectual capacity to connect with students on multiple levels--academically, culturally, and socially
- Educators (to include teachers, instructional leaders, and administrators) must appreciate students' environments and beliefs as crucial for maximizing the learning experience
- All STEM NOLA staff and associates are well versed in research-based teaching and learning strategies and have a firm understanding of the specific techniques—realizing the importance of cultural milieu -- because one process works in one school does not necessarily ensure success in a completely different environment
- Care of the “whole” child is important in creating lifelong learners
- Certain organizational characteristics and perspectives must be in place before useful change can occur
- Context of learning is equally important to the learning itself
- Organizations have the capacity to change for continuous growth and improvement

ENGAGE. EXPOSE. INSPIRE.



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Program Contacts

MLK SCHOOL ADMINISTRATION

504-940-2243

STEM NOLA

INFO@STEMNOLA.COM

504-391-0730

21ST CENTURY PROGRAM DIRECTOR

KEELYN MYERS

KMYERS@STEMNOLA.COM

504-500-1498

ELAN'S SITE COORDINATOR

MLK21STCENTURY@STEMNOLA.COM

Communication

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as her/his schedule allows. It is the belief of STEM NOLA's 21st Century Program that parent engagement is just as important as student engagement. There will be constant communication between STEM NOLA staff and Parents to provide progress and updates on the program. Parents will also be surveyed on their idea of how the program is impacting their student.

To insure effective communication to parents/guardians, the 21st CCLC program and parents/guardians, the following methods will be used:

- Email requests
- Flyers, Notices
- Telephone Communication

If parents have any concerns, questions, comments or suggestions, we advise you to contact STEM NOLA via your site specific email. If your issue needs to be escalated please contact the STEM NOLA 21st Century Program Director directly.



Program Hours & Schedule

In Person

- **Days:** Monday - Thursday and some designated Saturdays
**Exception to holidays and days where students are not on campus
- **Time:** 4pm - 6pm
- **Location:** School Classrooms and Cafeteria

Virtual

- **Days:** Monday - Thursday and some designated Saturdays
**Exception to holidays and days where students are not on campus
 - **Time:** 4pm - 6pm
 - **Location:** Google Classrooms and Zoom/Google Meets
-

Daily Schedule

4:00 - 4:05 PM	Log-In/Breakouts
4:05 - 4:10 PM	Take Roll/ Entrance Ticket
4:10 - 5:05 PM	Homework Hour <ul style="list-style-type: none">• Imagine Learning• Tutoring
5:05 - 5:15 PM	Break/Switch/Roll
5:15 - 5:55 PM	STEM Hour
5:55 - 6:00 PM	Exit Ticket/Log-Off



Program Hours & Schedule

STEM NOLA 21st Century Program at MLK | 2020-2021 CALENDAR

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
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28						

School Holiday/No Students
21 st Century Operation Day
21 st Century Saturday
Summer Camp
21 st Century Training Day
Registration Period
Parent Orientation

SEPTEMBER '20						
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MARCH '21						
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OCTOBER '20						
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30	31					

DECEMBER '20						
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JUNE '21						
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JANUARY '21						
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JULY '21						
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ATTENDANCE

This learning program is provided FREE OF CHARGE to students (and their families) attending STEM NOLA's 21st CCLC School Sites and enrollment is on a first come, first served basis. This is possible because the program is funded through a federal grant, administered by the Louisiana Department of Education and provided to you through STEM NOLA's 21st CCLC School Sites. After returning the 21st CCLC Enrollment Forms, families will be notified if their child has been accepted for participation in the 21st CCLC program.

Attendance is a very important part of our program. In order for your child to get the most out of the program, he/she must attend daily. Attendance also impacts how the program is funded. It is important that each student attends each day for the full program length. When students are absent, funding is reduced, increasing the possibility of the loss of the program. Parents are responsible for contacting the Site Coordinator, the host school, if their child will be absent. If a child has a prior commitment, written notice containing the parent/guardian's signature and stating the reason for the weekly/monthly absence must be provided to the Site Coordinator. This notice will become part of the student's 21st CCLC file. Because we may have a waiting list for available seats, frequent absences may result in your child's removal from the program.

21st CCLC EXCUSED ABSENCES:

- Illness of student
- Serious illness or death of family member
- Head lice
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (e.g. natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian

The Site Coordinator will communicate with the parent/guardian of any student having over four unexcused absences. Continued excessive absences may result in the student being removed from the program to allow space for another student on the waiting list.

UNEXPECTED ABSENCES: If your son/daughter is absent during the program, and the Site Coordinator has not been contacted regarding this absence, you will be phoned. If the primary contact cannot be reached, every person listed on the registration contact list will be phoned until someone is reached. Please contact in advance if you know your child will be absent from the 21st CCLC program. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending the program. That is why communication with the site coordinator is so important. It's about your child's safety!



DISMISSAL AND TRANSPORTATION

TRANSPORTATION

Virtual - Transportation procedures do not apply

In-Person - 21st Century will abide by each school's individual transportation plan. Students will be escorted by 21st CCLC instructors to wait for parents or school arranged transportation. If a student is not riding a bus home after-school, parents are requested to be prompt in picking students up. All students must be picked up at 6:00 pm. A parent or guardian must inform the site director by note or in person when there is a change in how the student is to leave the after-school program or the student will not be released to the individual who has arrived for pick-up. If a parent/guardian has more than three instances of picking up a student later than the listed time, the Site Director will inform the Program Director of these occurrences and will decide to discharge the student from the after-school program.

EARLY PICK-UP

We discourage picking up your child early. Qualified instructors plan curriculum based on the full program time available. Your son/daughter will not receive the full benefit of the program if they are not participating in the full program time. We understand that early pick up may be required sometimes. Please try to limit those times as much as possible. If your child will need to be pick up during regular program hours, please contact the Site Coordinator in advance to communicate. A student may be dismissed from the program if they are picked-up early more than five times in one semester. Please note, this does not include prior commitments that have been documented in the student's 21st CCLC file by the parent/guardian.

In-Person - When you arrive, please check-in with the Site Coordinator, and be sure to sign your child out for the evening before leaving the building. If you want a person other than those listed on the registration form to pick up your student, the Site Coordinator must be notified prior to pick-up time.

LATE PICK-UP

Virtual - Pick-Up procedures do not apply

In- Person - Students must be picked up at 6:00 pm after the program ends. The 21st Century is not staffed after these hours. A student may be dismissed from the program if he/she is picked up late three times. Local authorities may be contacted for assistance if a student is not picked-up after program hours, and we can't contact the parent/guardian or emergency contacts.



BEHAVIOR

Students are expected to meet expectations and participate. Instructors use positive reinforcement during the out of school time program to keep a positive and fun learning environment! To maintain a good learning environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. Expectations during the out of school time program are the same as during the traditional learning day.

Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

If a student’s behavior is found to be disruptive or inappropriate to the point that the teacher is unable to resolve or redirect the behavior, that student will be sent to a supervisor, who will gather information from the student and teacher and make a decision about how to remediate the behavior and whether or not the behavior warrants disciplinary action.

If the behavior warrants disciplinary action, the parent/guardian will receive a disciplinary notice. If your child receives three of these notices, he/she will be suspended from the 21st CCLC program for three to five days. The fourth notice will result in termination from the 21st CCLC program. We reserve the right to suspend or terminate a student from the 21st CCLC program immediately, if a student’s behavior warrants it.

PARENT ENGAGEMENT

Parents are strongly encouraged to participate in 21st Century programming. Parent engagement activities include but aren’t limited to enrolling student, complete surveys, ensuring student attendance. We also recommend discussing learning with students. Parents are also invited to attend 21st CCLC Advisory Council Meetings.



INTERNET POLICY

- Students have a responsibility to use appropriate language when using the Internet. STEM NOLA will not tolerate a student's use of profanity or obscenity on the Internet, and the use of such inappropriate language on the Internet may result in school disciplinary action and the student losing Internet privileges.
- As community members, students must respect the rights of others in both the local community and on the Internet at large. Offensive, obscene, harassing, abusive or inflammatory language, pictures, or materials, and/or personal attacks are unacceptable uses of the Internet, and students who engage in such communications on the Internet may be subject to disciplinary action and/or loss of privileges.
- Students have the responsibility to follow copyright laws and rules, and must respect all copyright issues regarding soft-ware, information, and attributions of ownership in their exercise of Internet privileges. A student's failure to do so may result in disciplinary action, the loss of privileges, and/or prosecution under applicable state and federal law.
- Students must recognize the privacy rights of others, and refrain from re-posting personal communications without the original author's prior consent. Failure to do so may result in disciplinary action and/or the student's loss of privileges.
- Students must use the Internet only for legal activities. A student who engages in illegal activities, including but not limited to, tampering with computer hardware or software, computer piracy, hacking, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files will be subject to disciplinary action, lose privileges, and may be prosecuted for criminal violations under applicable state and/or federal law.
- Students are responsible for avoiding the knowing or inadvertent spread of computer viruses. Deliberate attempts to degrade or disrupt system performance by spreading computer viruses is considered criminal activity under state and federal law. A student who engages in such activity will be subject to disciplinary action, lose privileges, and may be prosecuted for criminal violations under applicable state or federal law.
- A student must accept full responsibility for usage of his account. A student's failure to fulfill this responsibility by giving his password to another may result in disciplinary action and/or the loss of privileges.
- A student must take responsibility for his or her own messages, actions and words on the Internet. Failure to fulfill these responsibilities may result in disciplinary action and/or loss of privileges.
- Students have the responsibility to display exemplary behavior when using the Internet, and must conduct themselves as representatives of both their respective schools and the community as a whole. Failure to fulfill this responsibility may result in disciplinary action and/or loss of privileges.



HEALTH & SAFETY

Our staff provides a safe and healthy environment for all youth. Please include any medical conditions your child has on the registration paperwork. If your child has a known medical or health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), be sure the Site Coordinator knows what to do if a problem should occur during program hours. Failure to notify the 21st CCLC program of your child's physical or health condition limits our ability to serve your family. If a child becomes ill while in the after-school program, the parent/guardian or approved adult will be notified. Depending of the nature of the illness, the parent/guardian may be asked to pick-up the student. If a child has any of the following symptoms or behaviors, the parent/guardian will be notified that the child can not participate in the program and can either log-off or must be picked up immediately.

- Any communicable disease
- COVID-19
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention
- Physically acts out
- Is verbally abusive

MEDICATIONS

The 21st CCLC program is not responsible for medication administration. Arrangements must be made to have medications administered to students prior to arrival at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The 21st CCLC program does not keep EpiPens or inhalers stocked.



COVID-19 POLICY

- Everyone entering a designated STEM NOLA area or on STEM NOLA property must wear face masks. All staff and students shall be supplied with PPE including: a standard face mask, gloves, and, if necessary, eye protection;
- At the start of each event, your temperature will be taken prior to entering the area/building.
- Everyone must wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol;
- All individuals must always implement physical distancing by maintaining a minimum distance of 6-feet from other individuals, there will be no congregating of any type at any point;
- Multi-person activities will be limited where feasible;
- Conduct meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Avoid face to face meetings – critical situations requiring in-person discussion must follow physical distancing and mask rule otherwise it is recommended to use cell phones, texting, web meeting and conference calls;
- All group meetings should be held outside and follow physical distancing rule;
- Upon entering any STEM NOLA premises, staff and students are asked if they are experiencing any symptoms, and are sent home if confirmed;
- COVID-19 safety guidelines and hand washing instructions should be posted around the STEM NOLA premises;
- All facilities should be cleaned, and hand washing stations must be provided with soap, hand sanitizer, and paper towels. If not, please notify your immediate supervisor immediately;
- All surfaces should be regularly cleaned, especially all high touch surfaces: door handles, laptops, etc., and All common areas and meeting areas are to be regularly cleaned and disinfected at least twice a day. Please only clean up your area and all of the materials you have used or touched;
- Be sure not to share food, containers, water bottles, or any other personal items that can be considered a source for contamination, and to avoid external contamination, we recommend everyone bring food from home;
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands immediately, if no tissue is available then cough into your elbow and wash hands; Avoid touching eyes, nose, and mouth with your hands;
- If you or a family member is feeling ill, stay home!
- All employees will respect the facilities' common area guidelines as stipulated.
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with a disinfectant prior to entry. STEM NOLA will provide the necessary disinfectant for each vehicle. Any issue of non-compliance with these guidelines shall be a basis for the suspension of work.



EMERGENCY PLAN

Virtually -

On-site staff or supervising adults will be responsible for emergency plans and responses.

Our 21st CCLC program follows established procedures in administering emergency procedures. In case of an accident or illness, one facilitator will send kids to a separate meeting room instantly while the other facilitator contacts the parent/guardian of the child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, the parent will be contacted, and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until the parent/guardian has arrived. If the EMT determines the need to transport the student and the parent/guardian has not yet responded, then the student will be transported. Once the parent/guardian responds they will be updated on the transportation of the student. The parent(s)/guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room. A school administrator will be contacted once a student is out of immediate harm/danger.

In-Person -

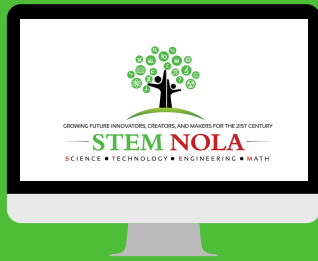
STEM NOLA 21st Century's plan in-person will directly follow the partner schools emergency plans. See addendum for specific instructions.

Designated program staff members are trained in First Aid and cardiopulmonary resuscitation (CPR). Our 21st CCLC program follows established procedures in administering emergency procedures. In case of an accident or illness, the parent/guardian of the child will be called. Please be sure we have your correct phone numbers and address on file. In serious emergencies, the parent will be contacted, school administration, and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until the parent/guardian has arrived. If the EMT determines the need to transport the student and the parent/guardian has not yet arrived, then the student will be transported. Once the parent/guardian arrives on campus they will be updated on the transportation of the student. The parent(s)/guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.

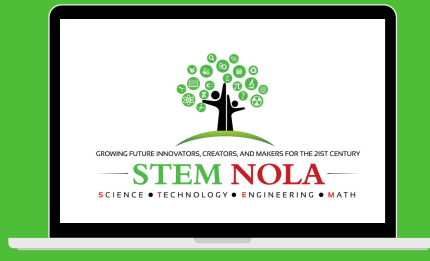
NATURAL DISASTERS & OTHER EMERGENCIES: 21st CCLC follows the emergency action plan procedures of the host school in the event of a natural disaster or other emergency. If you would like to review the school's plan, please contact the Site Coordinator at your school.



WHICH ONE WILL YOU CHOOSE?



**Desktop Computer
(recommended)**



**Laptop Computer
(recommended)**



iPad/Tablet



Phone

WHAT DO I NEED TO PARTICIPATE VIRTUALLY IN STEM NOLA'S 21ST CENTURY PROGRAM?

All 21st Century CLC programming will be virtually conducted using Zoom Video Conferencing Technology and Google Classroom. Here are a few requirements listed below:

- A computer or tablet running Apple Mac or Windows operating systems
 - *Tablets and smart phones are compatible with both Zoom Video Conferencing and Google Classroom; however, we recommend using a desktop or laptop computer to maximize engagement during live instructional time.*
- A Webcam functional
 - Students will be required to have video feed active during live instructional sessions at all times. Parents or students concerned/uncomfortable with webcam use must contact the Site Director or Program Director for an exception to this requirement.
- Stable Internet Connection (high speed preferred)
- Access to the Google Classroom program
- Access to Zoom Video Conferencing
- STEM Box (hands-on STEM activities) - *provided by STEM NOLA*

Each student will receive an invite via email from the STEM NOLA team to the Google Classroom where students will find the link to their Live Instructional Session.

Within the classroom, students will have access to activities, downloadable instructions, and online resources relative to the activities of the day.

Prior to the start of each week, students will receive their STEM Box containing their hands-on materials for the week!



STEMNOLA'S STEM BOX!

Distribution

Virtual - Schools will determine the best method for distributing materials to students. STEM NOLA will distribute materials to the school for distribution to student or parent pickup, or to individual homes, as decided by school administration.

In-Person - STEM NOLA will provide all materials for instruction.

Hands-On Materials

STEM NOLA's STEM Box is filled with hands-on activities students will do virtually!

Each box is designed and packed to correlate and aligns with the activities and resources in the Google Classroom.

STEM Boxes arrive fully equipped with all materials and equipment needed to participate.

NO ADDITIONAL PURCHASES NECESSARY

Within your STEM Box you will find:

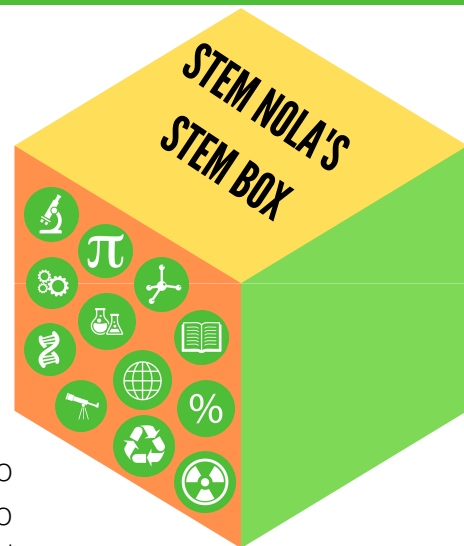
- colored-coded activities for each day of the week
- designated **Live Instructional Activities** vs **Independent Activities**
- checklist of kits and materials

Review your checklist prior to the start of the STEM Hour. If you're missing any materials, inform your STEM Artist so we can get them to you!



YOUR STEM BOX MAY CONTAIN LIQUIDS, CHEMICALS, OR OTHER HAZARDOUS MATERIALS. PLEASE REVIEW ALL SAFETY WARNINGS WHEN YOU SEE THEM ON YOUR ACTIVITY.

Because of this, STEM NOLA's STEM Boxes are equipped with gloves and safety goggles!

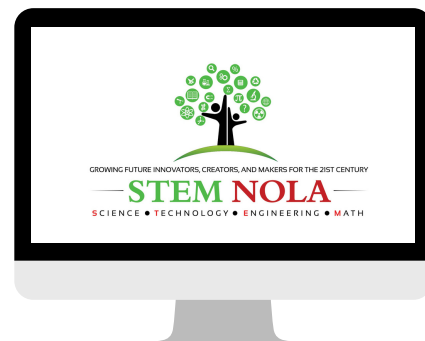


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STEM NOLA Virtual Learning Safety and Security Guidelines

STEM NOLA's 21st Century virtual programming is hosted through the Zoom video conferencing platform. Zoom is STEM NOLA's chosen platform due to its stability in performance, ease of use, and multiple features that make an easy online environment.

At STEM NOLA, security and privacy are a top concern. Video conferencing requires active measures to be taken in order to ensure a positive experience for everyone.



In order to ensure the security of our students and to promote a positive learning environment for everyone, we take the following measures in all of our virtual classes:

1. All Zoom meeting links are password protected and are only shared with the instructors and registrants.
2. We have enabled the "waiting room" feature so that all persons wishing to join the class must be first approved by one of our instructors. All participants are instructed that their display name must align with either the student's full name listed upon registration OR the parent/guardian's full name listed upon registration. Prior to allowing a person to enter the call, our instructors confirm that the display name matches with individuals registered for the class. Those who do not have display names listed in our registration list will not be permitted to join the class.
3. The meeting room is "locked" 15 minutes after the class start time in order to ensure a secure environment.
4. Instructors control who is able to come on microphone, video, or to share their screen.
5. Our virtual classes are never recorded or shared.
6. All registrants agree to our Participant Rules and Guidelines upon registration.
7. The chat feature is actively monitored by our instructors to ensure what students are posting is "classroom appropriate".
8. Any participant who behaves in a way that is not in alignment with our Camper Rules and Guidelines may be removed from the class depending on the severity of the behavior.

Student safety and privacy continues to be our top priority. If you have any further questions or concerns, please do not hesitate to contact us at mlk21stcentury@stemnola.com.



STEM NOLA 21st Century Virtual Participant Rules

This is an agreement between the student and STEM NOLA in regards to behavior during virtual 21st Century program.

THIS AGREEMENT HAS BEEN SIGNED ELECTRONICALLY. THIS COPY IS FOR YOUR RECORDS.

Please read carefully.

I, _____ **(student's name)**, as a participating STEM NOLA student, agree to the following rules and guidelines of the virtual sessions:

- No non-21st Century programs or browser windows may be run on the computer during program time.
- Students may not use their phones or other devices during program time, except during scheduled breaks or in the case of an emergency.
- No contacting other students in ways inaccessible to the instructor (e.g. private chat).
- No recording program sessions or any program materials provided.
- No inappropriate or violent images in video capture (e.g. posters or TVs in the background)
- Students must be appropriately clothed at all times (shirts, shorts, pants, skirts, and dresses). Pajamas are not considered appropriate clothing.
- No cursing or swearing or using bad words or "being negative" towards other students or instructors from the student or background noises such as music.
- Students must be respectful towards their instructors and other students. Stay quiet while the instructor is speaking. No bullying of any kind.
- Students may not request or gain access to other campers' computers.
- Students must share their screen immediately upon instructor request.
- No distribution of session login links or passwords to others.
- Students must keep their webcams on at all times, except when given specific instructor permission
- Students must keep their computers on and signed in to the session during program hours (they may turn off their webcams and microphones during breaks).
- Students must be at their computers and participating in sessions at all times except during breaks.

ELECTRONIC SIGNATURE CAPTURED

Student Signature

Date



GROWING FUTURE INNOVATORS, CREATORS, AND MAKERS FOR THE 21ST CENTURY
STEM NOLA
SCIENCE • TECHNOLOGY • ENGINEERING • MATH

STEM NOLA Virtual STEM Session Participation - Helpful Tips

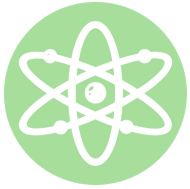
Just like in class, it's important to be respectful during online learning. Here are a few guidelines to keep in mind when participating in STEM NOLA's 21st Century Program virtually to make sure that you have a great experience!

Set Up



- Set yourself up in a room where there won't be interruptions. Remember, everyone in the class can hear you (and everything in the background!) when your mic is on.
- Make sure your devices are fully charged, if applicable.

Using Microphone/Video



- Remember that when your microphone and camera are on everyone can hear/see you (and everything in the background!).
- When you are speaking on microphone, talk at a normal volume. There is no need to yell.
- We recommend using headphones in order to prevent an echo when using the microphone.

Participating in Class



- Remember that, just like in a real classroom, there are other students in the class. Be respectful of their learning environment and be kind to each other at all times.
- When the instructor or another student is talking, please do not interrupt them. If you have a question, click the "raise hand" button to get the instructor's attention or put your question in the chat.
- The chat is intended to ask questions, answer questions, and share relevant information to the class.
- Remember that, just like in a real classroom, teachers can only help so many students at any given time. If you have a question, click the "raise hand" or put your question in the chat and a teacher will get to you ASAP!
- If you have a question or you need help, be sure to ask!



STEM NOLA Virtual STEM Camp FAQ

Get ready for interactive online learning! Students will be working with a live instructor as they complete a variety of STEM activities.

During the live session, students will need to be able to see the instructor on Zoom video conferencing software as well as be able to work in a separate window on their own projects. This can make the use of screen space on your computer and/or switching back and forth a bit of a challenge. Some strategies you can use are:

1. Using the split screen function on their computer
2. Joining the Zoom class through a tablet/phone and using their computer exclusively to work on the projects.

See further information on these different strategies below in "Resources to Review" below.

How do I contact my child's STEM instructor?

You may request to contact your student's instructor or the Program Director by sending a quick email to kmyers@stemnola.com.

Include in your email:

- Your student's name
- School name
- Written permission for staff to contact your student
- The best email for the instructor to contact your student.

We will pass along this information, and the instructor will have the option to contact you directly. In some cases, the staff may not be able to respond.

Where do your instructors come from?

The STEM NOLA team is composed of teachers from your child's school, professional, graduate, and undergraduate individuals progressively pursuing STEM with a focus in Education, Engineering, Medicine, Chemistry, Technology and much more. Staff members undergo in-person training as well as extensive background checks prior to the start of the program. We have a strong crew who create a high-energy environment.

How many students are in each class?

Zoom sessions will be conducted in class sizes with about 10-15 students and 2 STEM instructors.

How does my child ask for help?

When you join the class, be sure to click "join with computer audio". You will need to have your microphone working in order to be able to speak with the instructor.

There is also a chat feature in Zoom where you can type questions or comments if your microphone is not working. If you have questions, you can click on the "Q&A" button and type in your question.



STEM NOLA Virtual STEM Camp FAQ - cont.

While your instructor is teaching, you can click "Raise Hand" in order to get their attention and ask a question. If at any point the instructor asks you to share your screen, be sure to click "Share Screen" and then "Desktop" so they can see what you are doing.

See the Zoom Cheat Sheet below in "Resources to Review" for more details.

What do I need in order to join the program virtually?

You just need a computer with an internet connection and audio capabilities (as in you can hear the instructor and you can ask questions to the instructor if needed). Prior to the class, you will need to download Zoom video conferencing software. All logins/passwords, etc will be provided to you as needed.

Am I allowed to join the class as a parent?

Yes! If you are able to, we highly recommend being with your child during the class. It's a great opportunity to learn something new together.



Zoom Video Conferencing Cheat Sheet

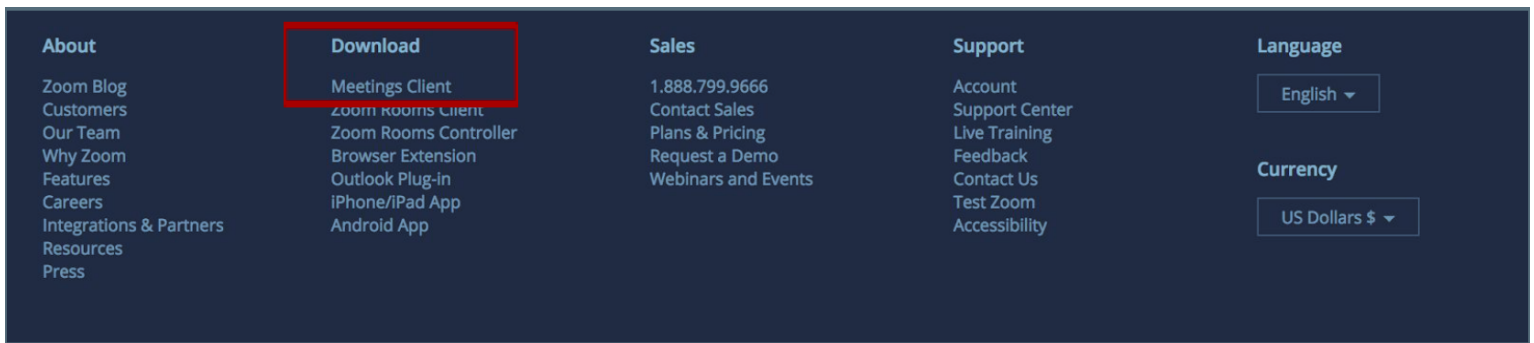
Setting up the Zoom app

Create an account:

- Go to the Zoom website: <https://zoom.us/>.
- In the upper righthand corner of the webpage, click "Sign up, It's Free."
- Enter a valid email to be associated with the Zoom account. A confirmation email will be sent to that address with an "Activate Account" link. Follow the steps to finalize the account.

Download the app to a computer:

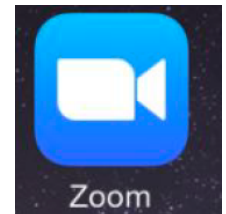
- On the Zoom website (<https://zoom.us/>) scroll to the very bottom of the webpage.
- In the "Downloads" column, click the "Meetings Client" link (outlined in red below).



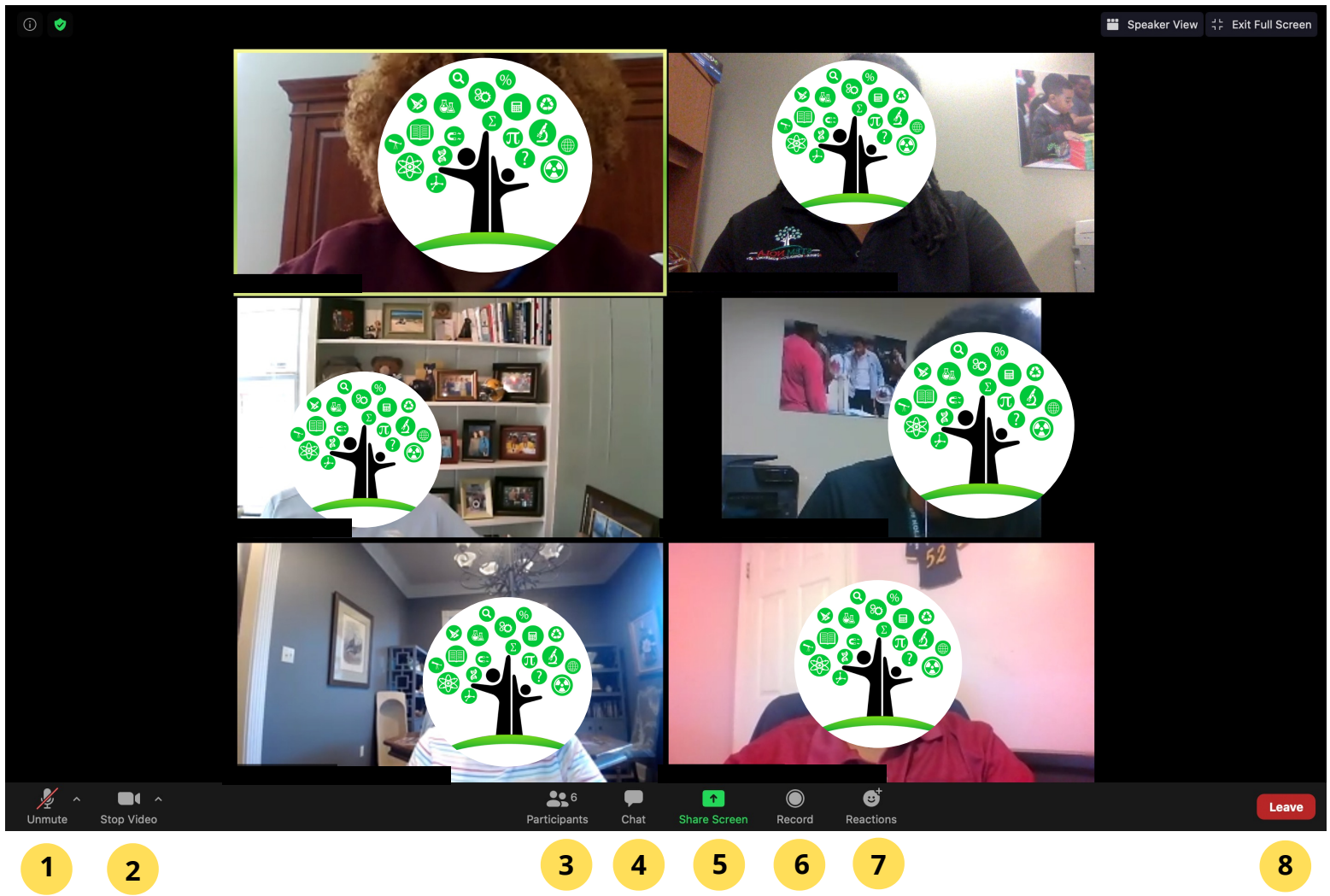
- Under the "Zoom Client for Meetings" heading, click "Download."
- In the computer's "Downloads" folder, open the "zoomusInstaller.pkg" file to launch the Zoom app. Sign in using the previously created account information.

Download the app to a smartphone:

- In the App Store (for iPhones) or Google Play Apps (for Android) search "Zoom." The results may call it "Zoom" or "Zoom Cloud Meeting."
- Download the app. (The app icon can be seen to the right.)
- Tap the Zoom icon on your device to launch the app.
- You will be given the option to "Sign In" or "Join a Meeting."
- Selecting "Sign In" will allow you to host, schedule and join a meeting.
- Selecting "Join a Meeting" will prompt you to enter a Meeting ID number for the meeting you are trying to join.



Zoom Video Conferencing Cheat Sheet



Platform functions:

1. Click to mute/unmute your microphone.
2. Click to start/stop your camera.
3. View participating students in the classroom.
4. Click to open the Chat panel where you can start or respond to a chat.
5. Click to start sharing your desktop display or any window/application on your computer when requested by your host
6. Click to record your meeting.
7. Reactions include a **thumbs up** or **hand clap** that can be used as a small acknowledgement to your host. .
8. Click to leave or end the meeting. Leaving the meeting will allow participants to remain in the meeting room, and ending the meeting will disconnect all participants from the meeting room.



Google Classroom

Getting Started

Your student was provided with a secure login and password.

You can email the site coordinator to obtain this private information

How to Access Google Classroom

Click on your web browser icon (google chrome, safari, mozilla, etc)

Type <https://classroom.google.com/> in your web address bar

Click on Sign In in the upper right hand corner of the browser window

Type in your child's Google Email address and click "Next"(EX: stemnola@stemnola.com)

Type in your password & click "next" (ex:student 2020)

Google Classroom

Click on the classroom you would like to view.

The following will be on the **Class Screen**

- Class Menu - switches between classes
- Stream - General announcements and materials for class
- Classwork - assignments and materials for class
- People - contact teachers and classmates
- Current Class name
- Upcoming - assignments that are due soon
- List of assignments

The following will be on the **Classwork Screen**

- Classwork - click classwork to access this screen
- All topics - a list of all topics that have been created
- Topic - topics help sort and categorize the various assignments
- Classwork Title - name of an assignment, question, or class materials
- Due date 0 when the classwork item is due
- Classwork status- assigned, submitted, returned, late
- View assignment - click to view more details and submit the assignment upon completion

