

What is the Mayan Genius Bar?

The Genius Bar is an area within an Apple Store where customers can get support with the technology products they have purchased. The Genius Bar employees, known as Geniuses, answer customer questions, train customers to use Apple products, and give advice regarding a customer's specific needs. The Mayan Genius Bar at Montgomery Middle School is patterned after this model.

Mayan Geniuses work with students, staff, and parents to answer specific questions, provide training, and conduct simple troubleshooting with technology at the school. The Genius Bar program not only helps to resolve the issues that arise as "people" work with "technology", but the Geniuses themselves gain essential skills. They develop a technical aptitude that is relevant and crucial to surviving in the 21st Century. They also begin to practice collaboration and leading others.

What qualities are important for a Genius?

All kinds of students make good geniuses – they do not need to fit the mold of being "techy" or exceptionally bright. Mayan Geniuses are a wide variety of students that work with all types of other people. The qualities listed below are essential and required of all Mayan Geniuses:

- Students are responsible citizens at school. As such, they maintain a 2.0 or "C" average in scholarship and follow all school rules.
- Students are willing to work with other people – students, staff, and/or other adults.
- Students are eager and willing to learn new things. They participate in the learning process and practice what they are learning so that they are able to share it with others.
- Students are recommended by their teachers/staff members and have parental support for participation.
- Students show appropriate respect. They proudly represent Montgomery Middle School as they fulfill their role(s) as a Mayan Genius.

Mayan Geniuses sign a "contract" and agree to uphold the contract or risk being released from the Genius Bar.

What is the recruiting process for the Genius Bar?

ALL students are invited to an informational meeting where we will discuss the work of the Genius Bar and inform students of the desired abilities, as well as the requirements of a Mayan Genius. Students will be given an application that includes a short questionnaire/writing task, a signature establishing parental consent, and the recommendation of the students' teachers. (Appendix 1)

The Mayan Genius Bar Leader and Assistant Principal will select applicants and conduct personal interviews of the eligible candidates. Students will be selected for the Genius Bar and will sign the Genius Bar Agreement at an informational meeting where parents will be invited to attend. (Appendix 2)

How does the Genius Bar Work?

There are three important aspects to the daily work of the Genius Bar– 1) A time for Geniuses to train, practice, and create, 2) A system for Geniuses to work with others, and 3) A professional place for the Geniuses to work.

A time for Geniuses to train and create: Mayan Geniuses are enrolled in a specialized advisory/homeroom and led by a volunteer teacher. During the class, the student geniuses meet in the Genius Bar Lounge which is set up to mimic the Apple Store Genius Bar. Students use the time to complete any of the following activities:

- Train and practice customer service skills including working with others to help lower their stress while determining what services should be provided to student, teacher/staff, and parent clients.
- Learn to use and subsequently teach others to use the technologies (hardware and software) which are regularly used within the school. These include use of the computer, the internet, the iPad and applications, and specific programs such as CANVAS and Jupiter Grades.
- Learn simple troubleshooting skills to help teachers use technology in the classroom – hooking up the projector, using Apple TV or Smartboard, and using the AV presentation system.
- Create presentations for use by school administration or other staff to train others, showcase school initiatives, and/or provide information for the school community at large.
- Organize and plan technology activities for school student body.

A system for Geniuses to work with others: The Genius Bar Lounge is the setting for Mayan Geniuses to work with other students. The Genius Bar has specific “hours of operation” on specific days of the week during lunch time. The Genius Bar students work on a rotating schedule and are supervised by the Genius Bar Leader at all times. Students come to the Genius Bar Lounge either by referral from another adult or voluntarily according to their need.

Referral System: Teachers fill out a Genius Bar Student Referral Pass (Appendix 3) which directs the struggling student to the Genius Bar during operation hours. On the referral pass the teacher lists specifically the need of the student and areas that Geniuses can focus training/support. After the student has come to the Genius Bar to get help, the Genius will make notes and sign the referral form. The student will then return the form to the teacher as proof that he/she went to the Genius Bar.

Individual Voluntary Visits: Students can self-refer to the Genius Bar for support. Students go to the Genius Bar Lounge during operation hours and receive services.

Teachers/staff at Montgomery are each assigned a genius that can work directly with them to answer questions and provide support. The Genius is available to work with the teacher during the homeroom/advisory class or during Genius Bar operational hours. Teachers/staff can also collaborate with the Genius through email and google drive.

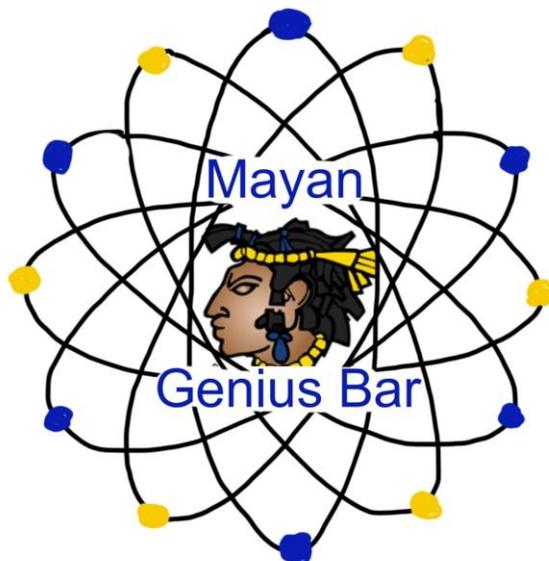
A professional place for the Geniuses to work: The Genius Bar Lounge is set up to mimic the Apple Store. The room utilizes signage, lighting, and décor to create an atmosphere of collaboration. Careful attention and planning is given to making sure the room does not feel like a classroom. Further, the Genius Bar is equipped with essential technology including The room also has sufficient space for clients to set their computers down and use a power outlet. The room has a good wireless signal strength.

When the Genius Bar is open the Geniuses are expected to “check in” for their shift, wear a lanyard ID, and log and summarize their appointments (Appendix 4). Students who visit the Genius Bar are registered and referred to the appropriate genius for support. Mayan Geniuses are given a student-designed tee-shirt, as well business cards to utilize around campus and in the Genius Bar Lounge.

What are the specific roles for each Genius?

Students advance in their responsibility as they demonstrate that they can be trusted to work independently, contribute to the group, and be a leader. The following titles are specific roles that students can work toward achieving:

- Rookie: Can only work the genius bar partnered with a mentor level student
- Genius: Has shown the capability to answer questions and provide a high level of customer support.
- Mentor: Mentors Rookie Students one on one
- Creator: Is responsible for creating resources, tutorials, writing articles, etc.
- Team leader: Is responsible for training for groups of students in a particular area of expertise, scheduling, and helping to run the club
- Club leader (possibly a 1st or 2nd assistant for larger Genius Bar Groups): A single student who is the leader of the club and responsible for all activities.



Montgomery Middle School
Mayan Genius Bar (MGB)
Application for “Potential Geniuses”

IMPORTANT: PLEASE READ ALL DIRECTIONS AND REQUIREMENTS BEFORE SIGNING THIS APPLICATION.
YOUR SIGNATURE AND A PARENT’S SIGNATURE INDICATES YOUR UNDERSTANDING OF ALL RULES AND EXPECTATIONS

Important Dates

March 10th	✓ Application available to all prospective Geniuses attending Montgomery Middle 2014-2015
March 21st	✓ Deadline for Genius Bar Application. Applications must be turned into the Montgomery Middle School Main Office NO LATER than 3:30 pm on Friday, March 21 st . If you application is not turned in by this deadline, it will not be accepted.
April 10th	✓ All eligible students will be contacted by this date with an invitation to attend an interview. You will be contacted via the e-mail you indicated above—Please print clearly
April 17th	✓ Interviews held at Montgomery Middle School from 4:00-6:00 pm
May 1st	✓ Final Genius Bar selections will be emailed by 5:30 pm
Genius Bar Camp July 16-18th	✓ All Geniuses will be required to attend a camp held at Montgomery Middle School. More information will be provided to all selected Mayan Geniuses.

In applying to be part of the Mayan Genius Bar please consider the following:

1. All applications must be received by deadline given. Completed application will include student information and signature page, questionnaire (completed on separate page with student name), any pertinent work samples, and 3 teacher recommendation rating pages.
2. All Genius Bar positions will be for the full school year. However, all Geniuses are subject to a quarterly review. If any Genius does not fulfill the requirements of a student leader, that student may be dismissed. As a Mayan Genius you must maintain a 2.0 or “C-average” and not receive any citizenship grade lower than a C on any report cards.
3. All candidates will be evaluated by a committee of existing Genius Bar students and Montgomery Middle School staff members. Selections will be based upon your application and interview.
4. Applicants who pass the application screening will be assigned a group interview time. If you are selected to interview, you are encouraged to dress appropriately and arrive on time to your schedule interview time.

Return your completed application packet with teacher recommendations to:

Montgomery Middle School Office

Attention: Mrs. Hunt

Montgomery Middle School

Mayan Genius Bar (MGB)

Student Information and Signature Page

Please read each of the following statements and sign your initials after each statement:

1. All Geniuses must uphold the high standards of the Mayan Genius Bar and represent the school with dignity, pride and integrity. Mayan Geniuses are both leaders and role models. I understand that any Genius not maintaining high personal, academic, and behavioral standards both on and off campus may forfeit his/her position. _____

2. I understand that as a Genius my responsibilities include:

- Attending Genius Bar Homeroom Class regularly
- Actively participating in Genius Bar trainings and become proficient in using technology—Apple iPad and apps, internet websites/programs, Smartboard, Apple TV, etc.
- Actively participating in Genius Bar Customer Service trainings to include role playing, presenting to others/group, problem solving scenarios, teamwork, collaboration, etc.
- Be willing to partner with a Montgomery Middle School Staff Member to support them in their use of technology to do their work inside/outside of the classroom.
- Committing to a specific schedule for working in the Genius Bar. Geniuses will arrive on time, stay the entire shift, engage in the appropriate work during the shift, and respect all technology/equipment.
- Attending any assigned extra-curricular (outside of the school day) events, trainings, activities, bootcamps, conferences, etc.

I agree to meet the responsibilities outlined above. Failure to do so may result in release from the Mayan Genius Bar. _____

3. I understand that as a Mayan Genius I am expected to maintain a 2.0 (C-Average) Scholarship and Citizenship GPA. Failure to do so may result in release from the Mayan Genius Bar. _____

I hereby agree to all the above statements and indicate such by signing below:

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

Signature

First Name: _____ Last Name: _____

Home Phone Number: () _____ Email Address: _____

Please make sure that the email listed is one that you check daily. This is how you will be notified if you have been invited to interview for the Mayan Genius Bar

T-Shirt Size (circle): Youth Size: Large Adult Size: Small Medium Large X-Large

Montgomery Middle School

Mayan Genius Bar (MGB)

Application Questionnaire

Short Answer Questions: Please answer in complete sentences. Please answer these questions on another sheet of paper with your first and last name and attach it to your application.

1. We expect many students to apply to participate in the Mayan Genius Bar for a limited number of positions. Why should we chose you?
2. Mayan Geniuses are responsible for good customer service. What is good customer service? Describe a situation when you have experienced or witnessed good customer service. What do you believe are the key aspects of providing good customer service?
3. What personal qualities do you have that would be beneficial to the Mayan Genius Bar? How would these qualities help improve our school? **(Have you had any leadership responsibilities? Are you an expert with a specific technology? Are you a good planner/organizer? Are you a good writer? Are you a good public speaker?)**

Please include anything in this packet that you would like to showcase such as pictures, a resume, an article you have written, a video or other technology presentation (links are fine), or anything that represents your best qualities.

Montgomery Middle School

Mayan Genius Bar (MGB)

Teacher Recommendation Form
Each applicant must have 3 recommendations

Student Name: _____

Teacher: _____

Subject: _____

Ratings: Compared to other students in his/her class this year, how do you rate this student? Place a check mark in the box that is appropriate for each category.

	No Basis to Rate	Below Average	Average	Above Average	Excellent (top 10%)	Stellar (top 1% ever)
Leadership						
Integrity						
Citizenship						
Academics						
Responsibility						
Punctuality						
Organization						
Work Habits						
Peer						
Relationships						
Attitude						

Comments:

Signature: _____

Montgomery Middle School

Mayan Genius Bar (MGB)

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Montgomery Middle School

Mayan Genius Bar (MGB)

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Comments:

Signature: _____

MONTGOMERY MIDDLE SCHOOL

CONTRACT FOR MAYAN GENIUS BAR

(All Geniuses must read and sign)

As a member of the Montgomery Middle School Genius Bar

1. I will remember at all times that I represent Montgomery Middle School, its students, faculty, and staff and that my behavior is to bring honor to the office or position I hold, to the school, my family, and to myself.
2. I will follow the rules and regulations established by the school and the individual classes of which I am a member.
3. I will maintain my academic and citizenship grades at a “C average” and I will do my best to reach my AR goal each semester. Any D’s or F’s on my report card will result in my removal from Mayan Genius Bar (including advisory and citizenship).
4. I will share equally in all duties of the Mayan Genius Bar, which includes:
 - Attending Genius Bar Homeroom Class regularly
 - Actively participating in Genius Bar trainings and become proficient in using technology—Apple iPad and apps, internet websites/programs, Smartboard, Apple TV, etc.
 - Actively participating in Genius Bar Customer Service trainings to include role playing, presenting to others/group, problem solving scenarios, teamwork, collaboration, etc.
 - Be willing to partner with a Montgomery Middle School Staff Member to support them in their use of technology to do their work inside/outside of the classroom.
 - Committing to a specific schedule for working in the Genius Bar. Geniuses will arrive on time, stay the entire shift, engage in the appropriate work during the shift, and respect all technology/equipment.
 - Attending any assigned extra-curricular (outside of the school day) events, trainings, activities, bootcamps, conferences, etc.
5. If I have specific responsibilities and am going to be absent, I will make sure that someone takes my place.
6. I will be open and honest with my advisor in all matters. If something is wrong, or I am aware of another Genius Bar Genius violating this contract, I will immediately discuss this with my advisor.
7. I agree to attend Genius Bar Bootcamp which will be held at Montgomery Middle School July 16-18th, 2014. This is an important opportunity to learn about Genius responsibilities and to become an integral part of the Mayan Genius Bar Team. There will also be bootcamps during the 2014-2015 school year and all Geniuses are expected to attend.

Genius Bar Referral



STUDENT: _____

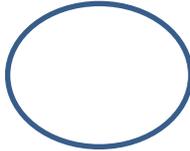
TEACHER REFERRING: _____

WHY: Student needs help with: _____

WHAT NEXT?: Visit the Genius Bar during lunch in Room 421.

I WENT!

Please return this to your teacher with the appropriate stamp after you have gone.



Genius Bar Referral



STUDENT: _____

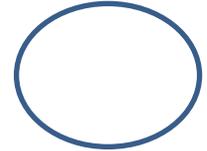
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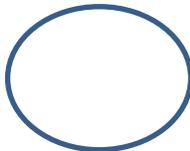
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