

# Instructions for Teachers

167<sup>th</sup> Airlift Wing - 222 Sabre Jet Blvd. – Martinsburg, WV 25405 – Phone (304) 616-5501 Fax (304) 616-5478

[www.dodstarbase.org](http://www.dodstarbase.org)

## I. Introduction:

Welcome to STARBASE, a “hands-on, minds-on” program! We are excited that you and your students will be participating in our program. As we continue to implement activities into our new curriculum, we are certain you will find this year at STARBASE exciting and educational! Each day will be filled with hands-on activities that are designed to spark your students’ interest in Science, Technology, Engineering, and Math.

We would like to make you aware of our expectations that are listed below. Although they may seem extensive, please understand each is necessary for the continued success of the STARBASE program. In order for us to maintain funding and, in turn, touch more students in the years to come, it is vital that we have the paperwork completed, entirely. Without your support, we cannot gather the necessary data.

For each student to benefit the most from the large volume of material that we cover, the STARBASE experience needs to be integrated into your regular classroom curriculum. To help you achieve this integration, our staff has developed a series of lessons designed for use in the classroom. Each student will be provided an “Activity Log” workbook. A number of assignments in this book will allow you several grading opportunities, if you choose to grade the worksheets. As you discover new and innovative methods for making STARBASE an integral part of your classroom, please share them with our staff so that we can pass this information along.

Prior to your first day at STARBASE, a “teacher packet” with all paperwork will be delivered to your school. Please contact us at 304-616-5501 with any questions or concerns you may have as you begin filling out the packet. We thank you in advance for your understanding and cooperation.

### Teacher Expectations

- Forms must be completed, in full, and sent to our office as soon as possible, ***no later than one week prior to attending. No child or adult will be allowed to remain on site without the required complete and signed forms.***
- **Do not** substitute students when one is absent. Bring the same students each time. Liability and security dictates that we not accept substituted students.
- If your travel will delay you by more than fifteen minutes, please notify our office as soon as possible.
- You must remain with your students at all times during your STARBASE visit.
- Please assist the STARBASE staff with classroom management in **all** student activities, as requested.
- Read and discuss the “Student Code of Conduct” with your students prior to attending. This form must be signed by each student and returned with the other paperwork.
- Please complete the online evaluation of the program during the last day you attend STARBASE.
- Packed or school lunches and beverages **must** be provided for adults and students. No dining or refrigeration facilities are available.
- STARBASE does not provide transportation to and from the facility. A schedule has been sent to the bus garage for the current academic year. Please follow up with transportation prior to your school start date to make certain you will have a bus and driver on your dates of attendance.



## II. Checklist

### Transportation:

- **IMPORTANT** - Please let us know if a special needs bus will be required for your class/school.
- A minimum of 5 hours on site is required by the Department of Defense. Standard hours will be 9:00 a.m. to 2:00 p.m., however, some drivers are required to adjust the schedule to meet their school transportation schedules (e.g. 8:45 a.m. to 1:45 p.m.).
- If for some reason your school requires more than one bus, please notify the transportation department at least two weeks in advance so that they can be prepared.
- Adults will be required to show a PHOTO ID before being granted entry to the air base.

### Academy Roster - Assign Students to Flights and Select Call Signs:

- All students and chaperones should select a call sign (a nickname of no more than 10 characters). Please make sure all call signs are appropriate. Complete the Academy Roster (located in the forms packet). The Roster must be completed (WITH CALL SIGNS AND FLIGHT ASSIGNMENTS) and returned to STARBASE at least one week prior to your first day so that we may prepare nametags for each student. The completed roster may be faxed at 304-616-5478 as soon as completed to expedite things.

### Collect Application Forms:

- Please collect ALL completed applications from students and chaperones. Please ensure that all student applications are signed in ALL places by a parent or guardian.
- **Students may not attend if their parents refuse to sign any portion of the form.**

### Make Lunch Arrangements:

- Packed Lunch: Please encourage the student to bring disposable bags and containers if possible. Please discourage students from bringing messy foods, soft drinks, and anything that needs to be heated.
- School Lunch: When making arrangements with your school's kitchen staff, give the kitchen staff adequate notice to order food items for lunches, (normally 2-3 weeks prior to attending). Include an approximate lunch count, allowing for a few extra. Please do not include anything frozen.

## III. Code of Conduct and Security

The STARBASE Martinsburg Academy has adopted the Berkeley/Jefferson County Schools Code of Conduct. All participants are expected to abide by the rules set forth in the Code of Conduct without exception. Students are not authorized to leave the STARBASE facility for any reason without a teacher, parent, or STARBASE staff member. The following guidelines apply for student violations or disruptive behavior.

- **First Negative Action:** Verbal warning given by STARBASE staff or classroom teacher.
- **Second Negative Action:** Student removed from the activity and a private discussion between STARBASE Director, classroom teacher issuing the violation, and the student will occur before the student returns to STARBASE activities.
- **Third Negative Action:** Student removed from activity and a final private discussion with the student, teacher, STARBASE staff, and STARBASE Director will occur before the student returns to STARBASE activities. A note will also be sent home with the student for parent/guardian and school principal.
- **Fourth Negative Action:** Student will be removed from the activity and not invited back to STARBASE.

Warnings should be issued by the visiting classroom teacher and strike cards will be provided. A STARBASE staff member can issue warnings as a last resort. If a teacher issues a warning, a STARBASE staff member needs to be notified and/or present. For any negative action that is severe, the STARBASE staff maintains the right to immediately remove a student from an activity and not invite the student back to STARBASE without proceeding through the Code of Conduct.