



TEACHER CHECKLIST & HELPFUL HINTS

Welcome! The STARBASE WRIGHT-PATT staff eagerly looks forward to the arrival of you and your students! STARBASE WRIGHT-PATT is an educational program which uses aviation as a tool to excite and interest students in math, science and technology. The program runs one day a week for five weeks and consists of hands-on science, math, goal setting, teamwork, problem solving and computer applications. Our STARBASE Educator Team will teach all the lessons and provide all materials

There are a few important responsibilities that go along with your participation in the program. Sign this form and bring a copy of it with you on your first day.

BEFORE Your Class Attends STARBASE WRIGHT-PATT:

- You must participate in the STARBASE WRIGHT-PATT Teacher Workshop.
- Arrange for Bus Transportation for students if your district has not done this already. STARBASE does not provide transportation. You and your school must make appropriate arrangements. Confirm pick-up times.
- Send home Student Application forms for parent's signatures and **collect them back in time to provide them to STARBASE on our pre-visit to the school.** Check for parent or guardian signatures in all three places.
- STUDENTS WHOSE SIGNED FORMS HAVE NOT BEEN PROVIDED TO STARBASE WILL NOT BE ALLOWED TO ATTEND STARBASE. This is a liability issue, no exceptions. Do not bring them if forms are not complete and in-hand.
- You must prepare an official class roster and provide it to STARBASE on the **pre-visit day.** Include names of all adults participating, with their appropriate title – Mr., Ms., etc. Also, please designate special students and exceptionality, so we may appropriately serve them.
- Arrange for, at a minimum, one adult chaperone – who has the school's authorization to monitor the students in the unlikely event you are removed from your students in order to attend an emergency. The chaperone must accompany your classroom each week.
- Each Teacher and Chaperone must complete their appropriate application forms. Bring these forms with you on your first day's arrival and return them to your STARBASE instructor. Each visit following, if you bring a chaperone who has not attended previously and, likewise, has not read and signed the form, the form must be signed and turned in to the STARBASE instructor immediately at the visit's start. These forms only need to be signed and submitted once per chaperone. We will keep these forms on file.
- Read and discuss the "Student Code of Conduct" with your students. This form must be signed by each student and returned to your classroom's STARBASE instructor on your first day's visit
- Make sure class has lunches ordered enough in advance to be prepared for STARBASE days.
- Work with other teachers and your school principal on a tentative STARBASE Graduation date after all of your school's classes attend STARBASE WRIGHT-PATT

While your class participates in STARBASE:

- Verify count on student lunches and drinks before leaving for STARBASE for each session.
- Assure absent students make up all work before returning to STARBASE after an absence.
- Do not substitute students when one is absent. Bring the same students each week. Liability and security dictates that we cannot accept substituted students. If this should occur, we will have to cancel the day's activities and direct the entire classroom back to the school.
- Schedule appropriate class time for completing follow-up lessons and review sheets during the time between STARBASE classes. Guide students' completion of assignments and provide feedback to them before their next STARBASE visit. Return completed follow-up lessons each week, for students to earn their medals.
- While at STARBASE, keep focused with your class on STARBASE learning activities and assist students during the activities. Active monitoring of student completion of tasks and flight log pages is expected.
- Utilize "Enrichment Activities" to reinforce STARBASE curriculum.
- Use a provided grading rubric for at least two hands-on activities.
- Provide positive student behavior management.
- Assist the STARBASE staff with classroom management in all student activities.
- Direct students' restroom and lunch breaks.
- You must be with your students at all times (i.e., you may not leave for lunch).
- No gum, candy or soft drinks are allowed.
- **If your travel will delay you more than fifteen minutes, please notify our office (see STARBASE Address & Phone Number Call Sheet).**

After your class graduates from STARBASE:

- Have each student write a letter to a person they met at STARBASE, other than a STARBASE staff member, and mail them all back to STARBASE within 2 weeks after graduation.
- Student Comments from one of each student who attended
- Try to get as many parent evaluations returned to us two weeks after graduation (the more of these we receive, the better we can assess our program)

I agree to the aforementioned responsibilities regarding the STARBASE WRIGHT-PATT Program.

Teacher's Signature agreeing to responsibilities

Date

Principal's Signature