



# Instructions for Teachers

Welcome to STARBASE Swamp Fox! We are excited that you and your students will be participating in our program. We are eager for the arrival of both you and your students. As we continue to implement activities into our new curriculum, we are certain you will find this year at STARBASE Swamp Fox exciting and educational! Each day will be filled with hands on activities that are designed to spark your students' (and yours along the way) 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 paperwork completed, entirely. Without your support, we cannot gather the necessary data.

## **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 student or adult will be allowed to remain on site without the required forms. Adults may be required to show a PHOTO ID before being granted entry to the base.
- If your travel will delay 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.
- Packed or school lunches and beverages must be provided for adults and students. No dining or refrigeration facilities are available.
- All students and chaperones must select a call sign. Complete the Academy Roster (located in the Teacher Packet). The Roster must be completed (WITH CALL SIGNS) and returned to STARBASE at least one week prior to your first day, along with the school application and demographics form, so that we may prepare for each student. Roster can be faxed or emailed to the number or address on the form.
- Please collect ALL completed applications from students and chaperones. Please insure that all student applications are signed in ALL places by the parent or guardian.
- Please administer the Pre-Assessment Test prior to arriving to STARBASE. Turn in all tests upon arrival.