Dear Teacher,

Congratulations! Your principal has enrolled your elementary school's fifth grade classes to participate in the STARBASE Hill STEM education program at Hill Air Force Base for the up-coming school year. You are your campus teacher Point of Contact (POC). **Please make sure all 5th grade teachers get these forms from our website:** www.starbasehill.org**.** (It has all the forms needed to be signed and returned at orientation).

Our Vision is *"To raise the interest and improve the knowledge and skills of at-risk youth in science, technology, engineering, and mathematics, which will provide for a highly educated and skilled American workforce who can meet the advanced technological requirements of the Department of Defense."* Your students will experience an exciting five days of project-based instruction to actively engage them in the exploration of STEM content. Our goal is to excite the student's interest and encourage them to pursue STEM related careers. Highlights include:

- Research-driven curriculum and cutting-edge technology
- Innovative instructional model based on current research
- Proven track record of increased post-test scores
- Foundational scientific literacy achieved through hands-on inquiry, higher order thinking and problem solving

STARBASE coordinates paperwork and logistics for your staff. Please remember:

- The driver will be picking up your classes at approximately 9:00 AM. I understand the morning start can be crazy, but please do your best to be outside waiting**. We are on a very tight schedule.**
- Private and Charter schools must arrange a bus to bring you to STARBASE Hill. Arrival time is 9:15 am and dismissal is 2:30 pm.
- All students and teachers/aids must be on the bus to come to STARBASE.
- Your schools individual scheduled days will be sent to your principal when they sign up to attend STARBASE Hill. Please make sure the days scheduled and graduation time will work for your school due to space requirements.

Partnership requirements: Read all forms in this packet.

At orientation:

- Return Teacher Guideline form signed and completed
- Return student demographic form
- Return signed student permission forms
- STARBASE Hill Release and Indemnification form (for you) signed and completed

To finalize student enrollment:

- Electronically attach to email, the completed Student Roster EXCEL form to StarbaseHillOM@gmail.com, no later than 2 weeks prior to your class attending STARBASE Hill or have it at your students' orientation date. If students join your class after that point, please add them to the bottom of the roster. Please call or email Mrs. Alise Denning to have her add the student to your roster copy at STARBASE Hill.

Before your class attends STARBASE Hill:

- Plan in advance, for your class to attend all five days of the student academy.
- Have an orientation of expectations at STARBASE Hill with your students. (see attached form)
  - Assure students arrive on time. Unfortunately, the bus cannot wait for students late to school.

During your class attendance at STARBASE Hill

- **You are a vital part of our instruction team.** Actively monitor student academic engagement and classroom behavior. Actively assist students in completing STARBASE activities and lessons.
- Classroom management. You are responsible for individual student discipline during class. Please see the Discipline Management Guidelines in the teacher packet.
- Dedicate class time for completing off-site follow-on assignments to better embed the subject matter presented at STARBASE Hill.

Graduation:

- Follow guidelines (attached) for preparing for the ceremony at your school.

Teacher orientation: Complete the online orientation at www.starbasehill.org, then submit completion form. Completion form is immediately below the orientation slide show.

We are looking forward to working with you to provide this valuable learning experience for your students. If you have any questions or concerns, please contact us at the STARBASE Hill office.

Sincerely,

Dave Amparan
Director, STARBASE Hill
(801) 586-7494
starbasehilldirector@gmail.com

Alise Denning
Office Manager, STARBASE Hill
(801) 586-7493
starbasehillom@gmail.com

5731 E Ave., Bldg 460 Hill Air Force Base, UT 84056
801-586-7493

TEACHER GUIDELINES

The Teacher Guidelines are a set of policies and procedures that communicate our expectations in the classroom; all teachers participating in the STARBASE program are expected to follow these guidelines. Careful compliance ensures all participants get the very most out of their STARBASE experience.

1. Do an orientation with your class on STARBASE expectations. (see attached)

2. You are my STARBASE instructors' wingman. You are a very important member of our team. We need you active in all classes to help with the activities, engage students, and manage behavior. We depend on you to make sure this is a fun and great learning experience for your students.

3. Behavior Management:

   These are the guidelines we follow at STARBASE Hill:
   - Non-verbal cue
   - Gentle reminder
   - Conference privately with the student
   - Three-way conference with classroom teacher (you), STARBASE back-up teacher, and student
   - Temporarily remove student from the group or activity to an unused/private table IN THE CLASSROOM.
   - Four-way conference with the classroom teacher (you), STARBASE back-up teacher, student, and STARBASE Director
   - Removal from the STARBASE program (last resort); student may not return to STARBASE. This decision will be made by the STARBASE Director or STARBASE staff left in charge.
   - Please do not threaten to withhold STARBASE attendance privileges.

4. Please be outside waiting for the bus. We are on a very tight schedule. Some days the bus needs to pick up at 2 different locations. Schools coming from the far south have long travel times. We need to do everything in our power to get you to STARBASE between 9:10 and 9:30 AM.

5. Teachers and assistants attending STARBASE need to remain with their class throughout the day to monitor behavior and assist with activities. Please let the back-up STARBASE teachers know if you need to leave the classroom. Please keep this to a minimum.

6. Teachers and assistants attending STARBASE are expected to silence all cell phones while at STARBASE Hill; to include military tours. Please give the STARBASE office phone number, 801-586-7493, to your school secretary and principal. There will be a STARBASE staff member to answer phones and relay urgent messages. Please feel free to give this number to family members if you are expecting to be contacted for a personal reason.

7. You must escort students to the water fountain and/or restroom on an as needed basis. Unfortunately, we have had runners on base and destruction of our property. If you know your student may present a challenge with this privilege, please escort them to these locations and let the backup STARBASE instructor know. Let the class know

they may miss a fun activity due to their use of the restroom. Please check the restroom each day to ensure the students left it tidy and the toilets/urinals are flushed.

8. You are the lunch room monitor.
    - Please no soda or colored drinks; we understand milk comes with the school lunch and that is fine.
    - Use the large trash cans, ONLY, for lunch trash; please make sure there is a trash bag in it.
    - Please assign 2 students to take out the trash at the end of every lunch period to the dumpster.
    - The floors are spot swept or vacuumed.
    - Tables are wiped off and ready for the next class.

9. STARBASE Hill encourages teamwork and cooperation as well as personal accountability. We want to see all students and teachers contribute to their successes within the program. We provide collaborative experiences which encourage all students to develop their leadership potential.

10. STARBASE Hill classroom rules for student behavior are explained during their initial session. Please review the following rules with your students prior to attending:

    - Show respect to yourself, your classmates, your teacher, STARBASE instructors, bus drivers, and volunteers both community and military
    - Show respect to the STARBASE building and all materials
    - No gum or candy is allowed in STARBASE facilities or tour locations
    - D.T.U.I - **D**on't **T**ouch **U**nless **I**nvited the activity materials when in the classroom

11. Attendance and Completing the program
    - New Students - If a new student joins your class, we would like for them to be able to attend. However, if he/she will not be there for at least 3 classes, they will not be able to graduate. If they choose not to attend, they are eligible to attend the summer camp in June.
    - Graduation - Students cannot graduate if they miss more than 2 days of STARBASE. Please make plans on how your school wishes to handle students that will not receive a graduation certificate; we normally present participation certificates in this situation.

12. STARBASE Hill is an inclusive program. We would like all students to participate, including special needs students. Please send an assistant if you have more than 2 special needs students. If you feel that STARBASE is not an appropriate experience for a student, please discuss it with your principal so that a decision to exclude a student from STARBASE is made prior to your class attending STARBASE Hill.

13. STARBASE does not allow the use of corporal punishment or negative reinforcement. Please don't withhold STARBASE participation as a consequence for non STARBASE related offensives at your school.

PLEASE SIGN BELOW to acknowledge that you have read and understand the teacher guidelines.

_____ _____

Signature Date

STARBASE Hill Orientation Points
To Be Covered with Your Students Prior To Attendance At STARBASE

1. What is STARBASE? All day long doing science, engineering, and technology activities. Have fun and ask questions to help you learn science, technology, engineering and math.

2. STARBASE Hill classroom rules.
   - Show respect to yourself, your classmates, your teacher, STARBASE instructors, bus drivers, and volunteers both community and military
   - Show respect to the STARBASE building and all materials
   - No gum or candy is allowed in STARBASE facilities or tour locations
   - D.T.U.I - **D**on't **T**ouch **U**nless **I**nvited the activity materials when in the classroom
   - At STARBASE, you are part of a team; you will be working with friends and those you do not know very well

3. STARBASE Hill is on Hill Air Force Base. It is a **secured** facility. Students must stay with their class or where an adult can see them.

4. Please do not bring any toys, trinkets, phones, etc., with you to STARBASE. All you need is you and your lunch. Anything taken at STARBASE will remain there and given to your teacher on the last day you attend.

5. Students and all adults attending STARBASE Hill must be on the bus.

6. DO NOT BE LATE FOR SCHOOL. The bus driver cannot wait for late students or classes.

7. Appropriate clothing:
   - Must be appropriate for school

8. Bring a home lunch or your school will provide lunch. STARBASE Hill does not have vending machines, stores close by for food, or ways to heat up a meal. Please bring water only. The exception would be the milk from the school lunch.

9. Bring a bottle of water as you may bring this into the classrooms. We only have 1 water fountain. You may refill your bottle as needed.

10. Toilet breaks are before we start, during lunch, and before getting on the bus. If you have to go during class time, ask your teacher. You will miss that part of class.

11. There is a big graduation ceremony at your school after Day 5 with STARBASE. Your teacher will let you know when this will be scheduled. Please invite your families. You will get a graduation certificate that recognizes that you completed this work. (minimum 3 full days of instruction.)

STARBASE Graduation Information

STARBASE staff will arrive approximately 15 minutes before the scheduled ceremony time to set up and take care of last-minute details. The program will last approximately one hour.

Week Prior: send information to STARBASE Hill (See attached Graduation Outline)

- Ask if your principal will attend the ceremony and if they are going to speak
- Send list of students who will be doing:
  Color guard (if you are not doing this just let us know)
  Leading the Pledge of Allegiance
  Student speakers and whose class they were in

Day of Graduation (See attached Graduation Layout)

- **School Equipment needed for the ceremony**
  - Chairs arranged in the stage area for STARBASE staff, Principal, school faculty and student speakers
  - Enough chairs for students graduating and audience
  - United States Flag (visible during the ceremony)
  - Microphone for speakers
  - Set up a table/cart for projector with audio capability; connecting a computer to the projector
  - Extension cord when needed (to operate projector and computer)
  - Podium or music stand for graduation certificates and speakers

- **Students**
  - Color guard comes early to get directions and set up (when applicable)
  - Wear name tags and any incentive tags or awards they have earned
  - Students sit in alphabetical order **from left to right** (if looking at them from behind)**;** they will leave their seats and circle behind the audience to line up on the right of the audience and stage
  - One student leads the Pledge of Allegiance at beginning of the ceremony
  - One student from each class gives a brief speech (no more than 2-3 minutes) about what they learned from participating in STARBASE

- **STARBASE**
  - Certificates for each student
  - Computer or portable hard drive containing Graduation video
  - Guest speaker

GRADUATION OUTLINE

School:_____# in audience_____

Color Guard (if any): _____ _____

_____ _____

Pledge of Allegiance:_____

Welcome: Principal _____

Explanation of Program/Intro of Speaker (STARBASE Rep):_____

Guest Speaker:_____

Notes:_____

GRADUATION VIDEO (STARBASE Rep):_____

STUDENT SPEAKERS:

Class:_____ Name:_____

Class:_____ Name:_____

Class:_____ Name:_____

Class:_____ Name:_____

SPECIAL THANKS TO DISTRICT TEACHERS (STARBASE Rep)(COINS):_____

_____ _____

_____ _____

SUMMARY OF AWARDS (STARBASE Rep): _____

Dog tags and homework Eggbert Award Robotics award Team Rocket Fly on the Ceiling

GRADUATION OF CLASSES (STARBASE Rep and Individual Class Teacher):

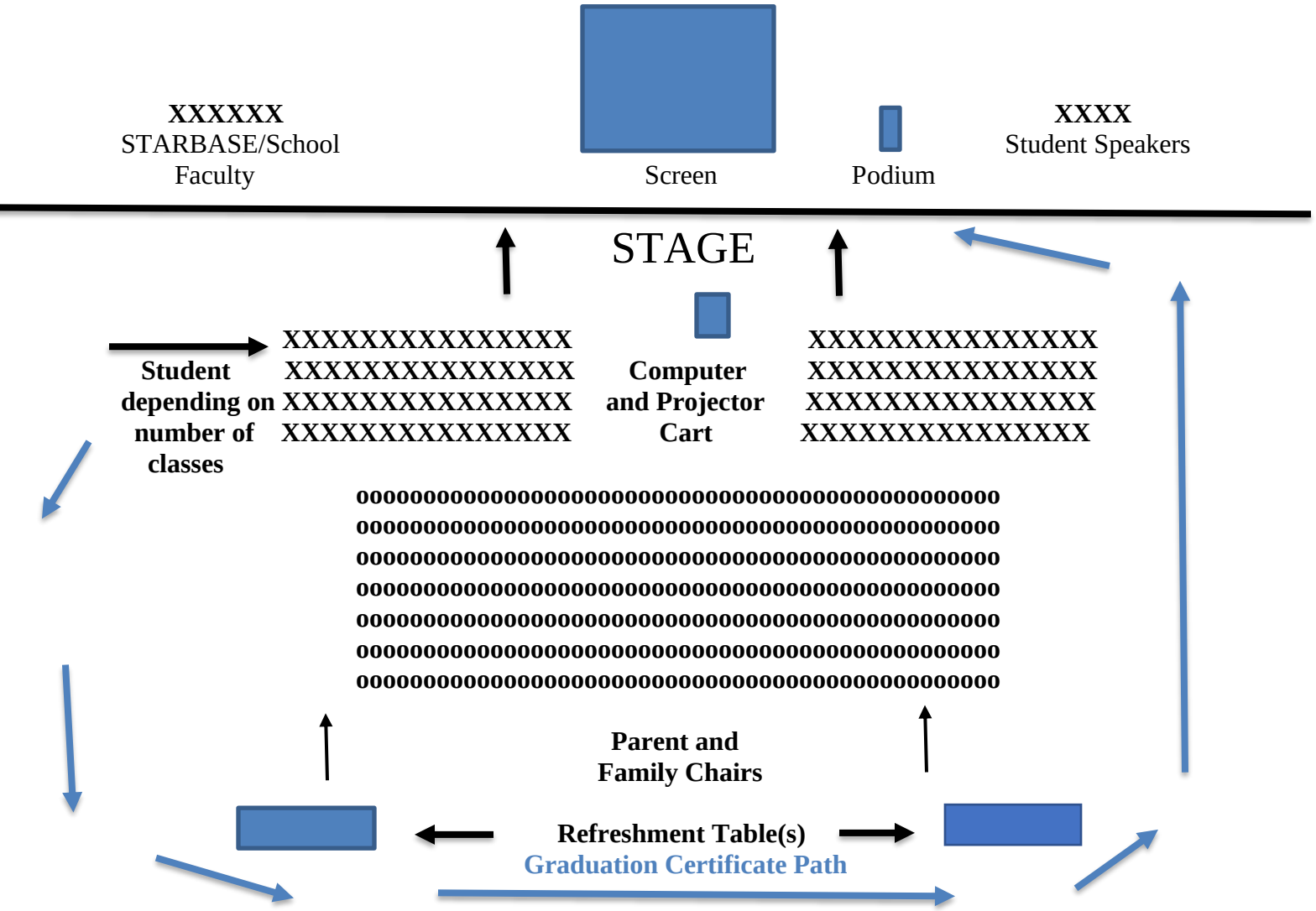
(remind audience and students to hold applause until the entire class has graduated)

Introduction of Graduating Class (STARBASE Rep): I would like to introduce to all parents, family and friends, the 20___ STARBASE Hill graduating class from _____ Elementary.

- Have students thank parents, family and friends for their support

THANK PRINCIPAL AND CLOSING REMARKS (STARBASE Rep):_____

Graduation Setup (Common)



- This is a typical setup inside of the cafeteria of the school. Of course, this can be altered if you have a different location and/or the number of students you have in the class(es).
- Please have your students sitting in alphabetical order. When it is time to receive their graduation certificate, they will depart from the left and wrap around the entire cafeteria. The students will come in from the right, as you look at the stage, then sit in reverse order coming back to the chairs from the stage.
- School teachers normally sit with their class on the far-left end seat, or on the stage with the STARBASE/School Faculty.

Student & School Demographic

TEACHERS – PLEASE COMPLETE THIS FORM AND SUBMIT IT WITH YOUR CLASS LIST

Teacher: _____ Class #_____

Teacher's Email: _____ Date:_____

School Name: _____ School NCESSCH #: _____

Address: _____ City:_____State:_____Zip:_____

School Phone #: _____ Fax #: _____

DoD STARBASE is required to collect demographic data on all student participants. The data is used in aggregate form ONLY to compile participant statistics for the DoD STARBASE annual report. Using school records, please identify the ethnicity of the total number of students in your class.

Ethnicity	Number of Students
Hispanic/Latino	
Non-Hispanic/Latino	
Total Students	

For those students identified as NON-HISPANIC/LATINO, provide student race data.

Note: The total number of students in the chart below must match the number identified as Non-Hispanic/Latino in the chart above.

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	More Than One Race	Total Number of Students: Non-Hispanic/Latino

Other	Number of Students
ESL/ELL	
Title 1 Eligible	
504/IEP	
Military Dependent *	

* Military dependents include children of Active Duty, Guard, Reserve and Retired members of the

DoD STARBASE HILL
A Department of Defense Youth Program

Teacher/Chaperone Application

School: _____ **Teacher:** _____

www.starbasehill.org

PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION. TEACHERS MAY NOT ATTEND STARBASE UNLESS FORM IS SIGNED

Teacher/Chaperone Information:

Name: _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Emergency Information:

Emergency Contact Name: _____ **Relationship to Teacher/Chaperone:** _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Insurance Carrier: _____ **Policy #:** _____

Teacher/Chaperone Release of Liability:

This release of liability is made by the undersigned, as a chaperone/ volunteer adult participant in the STARBASE Program (hereinafter collectively referred to as "Applicant"), for the purpose of releasing the UT Military Authority, State of Utah, the United States Department of Defense, the UT STARBASE Academy and any other federal or state governmental entities or corporate sponsors thereof (all collectively referred to hereafter as "Hill Air Force Base Utah") from any and all liabilities in exchange for participation does hereby state:

WHEREAS, the said applicant desires the use of services, grounds, facilities and/or equipment of the Hill Air Force Base Utah for participation in the STARBASE Program does hereby state that: In consideration of the mutual, advantages, benefits and purpose to be achieved thereby; the use of said grounds, facility or equipment for the purpose and activities described is hereby approved, conditioned upon the applicant releasing the Hill Air Force Base Utah and its agents, servants, employees, soldiers and airmen of and from any and all claims, demands, actions, causes of action whatsoever, arising out of or related to any loss, damage or injury, including death, that may be sustained by any person or property arising out of the described activity or any other activities relating thereto conducted by Applicant or en route to or from these activities. The undersigned Applicant understands and agrees that there are certain risks attendant to these activities by signing this agreement expressly authorizes travel to and from the various activities in Hill Air Force Base Utah vehicles. The Applicant hereby expressly and voluntarily assumes all risks and hazards of injury or death and damage to his or her property resulting from participation in the program to the full extent allowable under federal and state law. In the event of accident or injury, or other medical emergency, the Hill Air Force Base Utah is authorized to make emergency medical decisions on behalf of Applicant and to release the Hill Air Force Base Utah from liability for same. I understand that my liability for property damage and personal injuries caused by me is the same as I am subject to during normal school hours and activities at my school. Applicant understands the above terms and conditions and acknowledges that it has carefully read the above statement and willingly complies with the terms and conditions thereof, understanding that it voluntarily assumes all risks and hazards of injury to Applicant resulting from participation in the described activities.

➡ **Applicant Signature:** **Applicant Printed Name:** **Date:**

Photographic Release:

I hereby authorize the Hill Air Force Base Utah, State of Utah, the United States Department of Defense, the STARBASE Program and other federal and state governmental entities and corporations working in conjunction therewith (collectively referred to hereinafter as "Hill Air Force Base Utah" to utilize photographs of me for promotional purposes. I hereby waive any monetary or other rights that I might have to inspect and/or approve the finished product of the advertising, promotional or news copy and consent to its use in whatever way the Hill Air Force Base Utah deems appropriate. I hereby consent to the release of said photographs to broadcast and print media such as non-governmental newspapers and publications, television, cable or radio stations. I understand that the all rights and title to the released information shall remain with the Hill Air Force Base Utah or the recipient.

➡ **Applicant Signature:** **Applicant Printed Name:** **Date:**

Social Media Release:

I hereby authorize the Hill Air Force Base Utah, State of Utah, the United State Department of Defense, the STARBASE Program and other federal and state governmental entities and corporations working in conjunction therewith (collectively referred to hereinafter as "Hill Air Force Base Utah") to post photos and or videos taken of me and post them to social media outlets and tag me in said posts.

➡ **Social Media platform:** **Name:** **Date:**