



Teacher Guidelines

We request that you be an active participant throughout the day and remain with your students. Your role includes:

- **Monitoring** and **privately correcting** your students' **behavior**, as needed.
- **Monitoring** the hall and restroom area during **restroom breaks**.
- **Circling** the classroom and **assisting** students with all individual and teamwork activities as well as **questioning** to check for understanding.
- **Helping** to hand out and collect supplies.
- **Assisting** STARBASE teachers as requested.
- **Ensuring** students do not bring juices, candy, soda, sugary desserts with lunch. If included please assist us in returning those items to school at the end of the day.

We encourage teamwork and cooperation, as well as personal accountability. We emphasize that all students' contributions are vital for team success. Therefore, we do not assign "leaders," but design collaborative experiences allowing all students to exercise leadership skills.

Teachers and all other chaperones attending STARBASE are expected to **turn cell phones to "silent"** while at STARBASE. Cell phone use in the classroom is prohibited. You may take breaks in the hallway as needed to check for messages. Please give the STARBASE office phone number (414-535-5768) to your school and family members in the event they need to reach you in an **emergency**.

Thank you for your cooperation with these guidelines.