



130th Airlift Wing
1679 Coonskin Drive, Charleston, WV 25311

VOICE: (304) 341-6440
<http://kcs.kana.k12.wv.us/starbase>

INFORMATION FOR TEACHERS

Use the following checklist as you prepare for your first day at STARBASE.

Make Transportation Arrangements:

- Transportation requests must be entered into WVEIS as early as possible. Please ask your secretary to call the bus garage approximately two weeks prior to your first day to verify that the STARBASE trips have been scheduled. **IMPORTANT: A SEPARATE TRANSPORTATION REQUEST MUST BE SUBMITTED FOR EACH DAY THAT YOUR CLASS WILL BE ATTENDING (5 days at STARBASE = 5 separate transportation requests).**
- Kanawha County Schools absorbs the cost of transportation for STARBASE trips. To ensure that your school is not charged for the trips, the secretary must mark **"Bill for cash payment"** on the WVEIS transportation request. **"STARBASE"** must be entered in the comment block instead of a Budget Code Number.
- Bus requests should have an arrival time of 9:00 am and departure from STARBASE time of 2:00 pm. Some bus garages are required to adjust the schedule to meet school transportation schedules (e.g. 8:45 am to 1:45 pm). These changes are acceptable as long as the time between arrival and departure remains at **5 hours**. Please notify STARBASE in advance if you plan to change the times.
- STARBASE operates out of two different facilities at the 130th Airlift Wing in Charleston – the Civil Engineering building (building 136) and a hangar (building 121). On your first day at STARBASE, our staff will provide detailed directions to building 121.
- Adults may be required to show a PHOTO ID before being granted entry to the air base.

Assign Students to Flights and Select Call Signs

- All students and chaperones must select a call sign or nickname as described in the student flight log.
- Each student should be assigned to a group or "flight." Our NEW classrooms are set up to accommodate NINE groups. **Please assign students to groups of 3 or 4.**
- Each of our new classrooms is equipped with a handicapped-accessible table in order to accommodate students with physical disabilities who are unable to sit on counter-height stools. When assigning students to group I (India), please indicate on your roster whether we should use the standard-height station or the handicapped-accessible station.
- Download the class roster form on the TEACHER PAGE at <http://kcs.kana.k12.wv.us/starbase>. The roster must be completed (WITH CALL SIGNS and FLIGHT ASSIGNMENTS) and returned to STARBASE at least **ONE WEEK** prior to the first day so that we may prepare nametags for each student. **Rosters must be submitted via email to USAF.WV.130-AW.LIST.STARBASE@mail.mil.** We are no longer able to accept rosters via fax.

Prepare Parent Information Sheets

- Your Form Packet contains copies of our Parent Information Sheet that should be sent home with each child along with the student application form.
- Photographs of each academy will be available to parents, teachers, and students in our password-protected photo galleries.
- We advise that you have students write the password in a safe place as a backup in case the parent information sheet is misplaced.

Collect Application Forms

- Your Form Packet contains copies of our student and teacher application forms.
- Please send the student application forms home several weeks prior to your first day at STARBASE along with the Parent Information Sheet. If you need additional forms, they are available to download and print from the teacher section of our website.
- The sponsoring teacher must collect ALL completed application forms (from children and chaperones).
- Please ensure that all student forms are signed IN TWO PLACES by a parent or legal guardian. **Students may NOT attend if their parents refuse to sign any portion of the form HOWEVER, exceptions can be made with approval from STARBASE Staff.**
- Bring the completed forms on your first day of STARBASE and submit them to a member of the STARBASE staff.

Make Lunch Arrangements

- Lunch arrangements tend to be less complicated if all students are required to eat a school-prepared lunch while at STARBASE. If students insist upon bringing a packed lunch, discourage the following:
 1. Lunch boxes, thermoses, etc. Students should bring only disposable bags and containers.
 2. Messy food (raisins, sunflower seeds, peanuts, candy, gum, etc.)
 3. Soft drinks (especially anything caffeinated).
 4. Anything that needs to be heated.
- Refrigerators are available in both classrooms for lunch storage if needed.
- When making arrangements with school kitchen staff, please consider the following guidelines:
 1. Give staff adequate notice to order food items for lunches. Include an approximate lunch count.
 2. Please do not include any items that must be frozen (Popsicles, etc.).
 3. If students are given the option of choosing between white and chocolate milk, you may wish to bring extra of both types to ensure that all students receive what they want.
 4. Avoid messy foods (raisins, whole oranges, sunflower seeds, etc.).
 5. Individual lunch items should be packed in lunch bags (one bag per child) to expedite the serving process.
 6. **If two classes from the same school are attending STARBASE on the same day, please ask cooks to pack lunches and drinks in separate containers for each class. It is likely that the classes will be eating lunch in two different buildings.**
 7. **Kanawha County Schools of Office of Pupil Transportation requires that all coolers transported on school buses be secured in a seat (with bungee straps or other appropriate tie-downs) to prevent injury to passengers in the event of an accident. It is the school's responsibility to provide bungee straps or tie-downs. The bus driver may refuse to transport your lunches if you are unable to safely secure them in a seat.**