



Dear Families:

Your child will participate in the STARBASE Montana Science Technology Engineering and Mathematics (STEM) Program this school year. They will be taking a field trip to the Montana Army National Guard STARBASE facility located at Fort Harrison sometime during the school year. Please discuss with your students the following code of conduct prior to their STARBASE program participation.

At STARBASE Fort Harrison we strive to spark curiosity, empower innovation, and foster future leaders. We accomplish this through:

- Building an inclusive, diverse, and safe learning environment
- Cultivating community through relationships
- Promoting a hands-on, inquiry-based learning environment
- Encouraging goal-orientated teamwork
- Modeling clear expectations and responsibility

The STARBASE program's curriculum is taught by certified Helena Public School District educators and your child will be visiting them in their classroom. The STARBASE staff is committed to ensuring all visiting students experience a positive, inclusive, and supportive learning environment so they are each able to succeed. Our code of conduct as educators, and that to which we expect of our students, are as follows:

- **S**et Goals
- **T**hink First
- **A**sk Questions
- **R**espect Yourself and Others
- **B**e Responsible
- **A**ct Appropriately
- **S**tay Positive
- **E**ncourage One Another

The following steps will be taken in the event a student becomes disruptive to the learning environment we foster at STARBASE:

- First negative action: Verbal warning given by STARBASE staff.
- Second negative action: Student is removed from the activity and a private discussion between the STARBASE staff, student's teacher, and student occurs before the student returns to STARBASE activities.
- Third negative action: Student is removed from the activity and a final private discussion with the student, STARBASE staff, student's teacher, and/or STARBASE Director occurs before the student returns to STARBASE activities.
- Fourth negative action: Student is removed from the activity and not invited back to STARBASE.

STARBASE students are not authorized to leave the STARBASE facility for any reason without being accompanied by their parent/guardian or a member of the STARBASE staff. For any negative action which is severe or creates risk to other students or STARBASE staff, the STARBASE staff maintains the right to immediately remove the student from an activity and not invite the student back to STARBASE without proceeding through the Code of Conduct.

Student initials acknowledging above expectations

Teacher initials acknowledging above expectations