

ATTACHMENT IX-E

ATTACHMENT IX-E: Overnight Field Trip Request – Capron Elementary 4th Grade

Suggested Motion: Motion to approve Capron Elementary 4th Grade overnight field trip to NIU, Lorado Taft Campus, Oregon, IL

Recommended Action: Approve as presented.

Attached is a request from the 4thGrade at Capron Elementary for an overnight field trip on June 2-3, 2011 to Northern Illinois University, Lorado Taft Campus in Oregon, IL to attend an outdoor education program. Mr. Klett is supportive of the trip.

Overnight Field Trip Request

(Requests must be made 60 days in advance.)

Class / Organization: 4th Grade School: Capron

Date(s) of the trip: June 2nd - June 3rd

Destination: Laredo Taft, Oregon, IL.

Number of students attending: 18 Male: 8 Female: 10

Chaperones (list each name): Steve Nelson, Luis Talavera,
Kristine Barrera

Mode of transportation: Bus

Overnight Accommodations: Dorms at location

Explain how costs are being met: Fundraiser and/or parental fee

Is a trip planner being used: No If yes, give name and experience: _____

Please attach a detailed itinerary / objectives for visiting each sight: (Use additional paper if needed)

See attached

Signature: Sandy Moore Date: 3-17-2011

Principal's approval: M Klotz Date: 3/17/11

Superintendent's approval: _____ Date: _____

Board approval: _____ Date: _____

Please attach any necessary information for clarification purposes.

This form may be more restrictive than policy.

POLICIES AND PROCEDURES
NORTHERN ILLINOIS UNIVERSITY - LORADO TAFT FIELD CAMPUS
OUTDOOR EDUCATION PROGRAM

Purpose: The purpose in conducting the Outdoor Education Program is to provide outdoor learning experiences and hands-on extensions of the classroom to school children in the Northern Illinois University service area.

Contracts: A completed and signed contract must be returned by the school system within one month after dates are offered. If no response is received by then, the date may be offered to another school.

Cancellations: If cancellation is necessary, the school must notify the Outdoor Education Coordinator at Taft Campus as soon as possible. The following cancellation charges will apply: zero to forty-five days prior to scheduled arrival, 50% of the total anticipated bill; forty-six to sixty days prior to scheduled arrival, 25% of the total anticipated bill; more than 60 days prior to scheduled arrival, 10% of the total anticipated bill will be charged.

Pre-Planning the Trip: A staff member from Taft Campus will meet with school personnel to jointly plan the program. This can take place at Taft Campus or at the school. The plan will contain activities and experiences appropriate for the students, the facility, and the staff. **A final count of students and staff/chaperones by gender must be given to the Taft Coordinator at least one week prior to the trip.**

Accessibility: Lorado Taft Field Campus supports the Americans with Disabilities Act and will make every reasonable effort to accommodate the needs of students or adults. Most of the buildings and two of the dormitories are accessible. As part of this Act, prior notification is required.

Staffing: The school will provide a minimum of one adult for each 10 students. The adult staff are expected to be present at the field campus at all times and be responsible for the supervision of students during the outdoor experience including classes, meals, dorms, and breaks. School staff are responsible for the supervision of sick or injured students in the dormitory when bed rest or immobility is necessary. School staff must accompany all students who need to visit the nurse in the clinic.

Teaching Responsibilities: Taft staff provide one-half of the instruction during the day and evening programs while the school staff teach the other half of the day and evening programs.

Programs: Taft offers a wide range of activities in many outdoor subjects including, water study, team building, forest ecology, pioneering, Native Americans, birds, mammals, weather, astronomy, night hikes, campfire, geology, orienteering, survival, and crafts. Many activities have lesson plans that can be sent for school staff to use.

Arrival Time: Please do not plan to arrive earlier than 10:30 AM on the first day.

Instructional Periods: Day programs are scheduled for 9:00-11:30 AM and 1:00-5:00 PM. Evening Programs are scheduled from 7:00-9:00 PM. (This includes snack.)

Lorado Taft Field Campus > Outdoor Education Program > Daytime Classes

Daytime Classes

- **Birds** - View birds from our birding porch. We have many feeders offering different types of food in one central location so students get the opportunity to view native birds up close. Participate in activities that explore bird characteristics and behaviors.
- **Crafts** - Make unique craft items for students to take home. Our craft shop has basic materials such as yarn, paper, paint, seeds, and many more items. Use them to create projects from nature.
- **Forest Ecology** - Lorado Taft Campus is adjacent to Lowden State Park. Taft Campus and State Park trails take students through diverse habitats, including pine and hardwood forests, meadow, prairie, and gully. Learn about the trees, soils, wildlife and water that interact to make the forest community.
- **Geology** - The gully at Taft is one of the most unique natural features on campus. The deep gully was formed when glaciers melted in Illinois. Evidence of ancient inland seas, such as fossils of sea creatures and ancient corals, are often found. Students get the opportunity to look at different types of rocks, hunt for fossils, and investigate the forces of erosion still at work today.
- **Instincts for Survival** - Take on the role of Carnivore, Omnivore, or Herbivore as you try to find the elements of your environment needed for survival. Students experience the food chain first hand as they look for food and water while trying to avoid capture by predators. This active simulation is played in a large grass and forest area.
- **Native Americans** - Start a fire with a bow drill, test agility and accuracy with skill games, identify artifacts; these are just some of the activities used to learn about Native American culture. Delve into the history of the Rock River area and the Fox and Sac Indians who once inhabited the valley.
- **Orienteering/GPS** - Use a compass to navigate one of our many orienteering courses at Taft. The courses travel through the woods, and students work in teams to find their next location. We also have GPS units that can be incorporated into the Orienteering class or used for a separate activity.
- **Pioneering** - Explore the life of a pioneer child. Using an authentic 1830's pioneer cabin as a focal point, do daily chores such as dipping candles, making rope, cooking a meal, spinning wool, and making kindling or wooden shingles.
- **Survival** - Imagine you have just been stranded in the middle of the wilderness. Students discuss strategies and learn skills such as constructing a shelter and building a fire to meet basic human needs for survival.
- **Team Building** - Learn the importance of working in a group and using skills such as trust, communication, cooperation, and problem solving. Students go through activities and physical elements designed to facilitate teamwork.
- **Water Ecology** - Explore the banks of the Rock River while learning about water quality, species diversity, river current, water cycle, and macroinvertebrates. The class includes using nets (weather permitting) to explore the aquatic habitat.



Have some other ideas?

We're open to ideas you have for your students to explore the outdoor environment.



Lorado Taft Field Campus > Outdoor Education Program > Evening Classes

Evening Classes

- **Alpha Wolf** - While a member of a wolf pack, use your senses to look for and find the lead (Alpha) wolf of the pack. This is an evening simulation that is very active.
- **Astronomy** - View the stars and other celestial bodies using binoculars or a telescope. Identify the constellations and hear some of the stories that the ancient Greeks, Romans, Native Americans, and other cultures associated with them.
- **Campfire** - Sing, listen to stories, and participate in skits: these are just a few examples of what your students may have in store for them at an evening campfire.
- **Night Hikes** - Explore the natural world at night. Students use senses to learn more about this mysterious environment along with the habits and adaptations of nocturnal animals.



Have some other ideas?

We're open to ideas you have for your students to explore the outdoor environment. Let us know!

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LETTER TO PARENTS

The field trip will leave school at _____ am on _____

and return to school at _____ pm on _____.

- Purpose** The purpose of the Outdoor Education Program at Taft is to teach an appreciation, understanding, and awareness of the natural community by studying and interacting with the natural world. Underlying the trip is the belief that learning is not restricted to the classroom, learning is also found in the world around us. Through the combination of related, multi-disciplinary activities and an interaction with the natural world, it is hoped that students will not only acquire new knowledge, but also will come to appreciate this philosophy.
- Instruction** A variety of activities and projects are prepared by school and Taft staff. The activities will take advantage of the natural surroundings of the area using the environment as a natural stimulus for learning. Activities will include the areas of reading and language arts, science, health, social studies and physical education.
- Staff** Each school is assigned a specialist to work with school staff to design a program that meets the student's needs. Classes are taught by Coordinators and Education Program Specialists from Northern Illinois University and school staff.
- Facility** Taft Campus is located just off of Highway 64 near Oregon, Illinois. The scenic campus is located next to the Rock River and adjacent to Lowden State Park. Students will sleep dormitory style in bunk beds with boys and girls housed in separate rooms or buildings. Meals are served family style in the dining hall.
- Supervision** School staff or adult chaperones will assume the responsibility for supervision and discipline. The ratio of adults to students is approximately 1 to 10.
- Health** Taft Campus employs a nurse who is on site from 7:30 AM to 3:00 PM. She will package medications and dispense them at morning and noon meals. School personnel will dispense evening medications. All students are required to have a completed and signed health form before they can participate in the program. Taft Campus carries a basic accident and illness insurance policy on all participants. In addition, Taft staff are trained in First Aid and CPR.
- Accessibility** Taft Campus has handicapped accessible dorms and buildings. The school staff will need to make Taft aware of limitations so accommodations can be made.
- Telephones** Students will not have access to a telephone during their visit. Please do not send a cell phone with your child. In the event of an emergency, a message can be delivered to school staff.
- Security** There is a staff member on site in a security role throughout the school's visit as well as maintenance personnel available to take care of any emergencies in the evenings.
- Packing** Students will need to dress for the weather since we will be outside. Pack only old clothes and shoes. New clothes may be ruined by heavy outdoor use. Students need to bring a sleeping bag or bedroll. A pillow is provided. Refer to the packing list for specific items.

Taft Coordinator: Emily Taft Staff: Kim, Dominica

Example Itinerary

Notes:

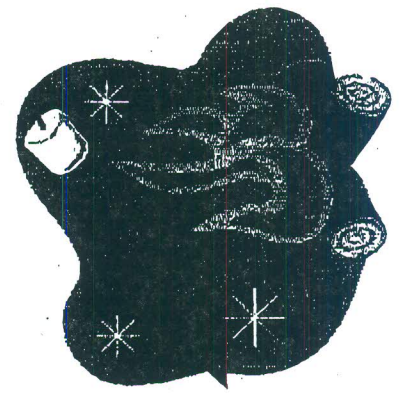
- In the past have arrived very early
 - Please be at bus lane by 10:00
 - If arrive early will do all student names and student designed skits for rules
- Thursday AM: set up - N.A., Pioneer, and Life in the Woods
- All staff sit at every meal??? No staff table
- Washington hoppers for lunch and dinner will show up 15 min. late just to set up
- Demo - show them how to do Pioneering and Native Americans while students play Life in the Woods
 - Pioneering : tools, cabin, popcorn, candles and bannock
 - Native Americans: hike to statue, weapons, bow drills, and games
- Egg Toss: need 24 eggs and newspaper
- Eco games, they want the kids to continue to have fun.
 - Quick Frozen Critters
 - Oh Deer

Time	Friday
7:30	Hoppers: Kim
8:00	Breakfast: Dominica
9:00-10:30	Pioneering: Elgin Native Americans: Elgin
10:30-11:00	Eco Games: All Taft Staff
	* Clean up N.A. & cabin - Emily
11:00	Hoppers: Washington
11:30	Lunch:
1:00	Depart

Main Meeting Area: Chimney/Eagle's Nest

Weather Rooms:

- Life in the Woods/Eco Games: Eagle's Nest
- Initiatives: Eagle's Nest / Science Lab
- Pioneering: Cabin / Science Lab
- Native Americans: Eagle's Nest
- Campfire: Eagle's Nest



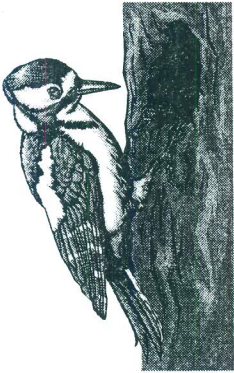
Time	Thursday
9:30-10:00	Arrive
10:15	Orientation Intro - Emily Rules & Truths Tours
11:30	Hoppers: Washington
12:00	Lunch:
1:00-2:00	Life in the Woods!! - Kim, Dominica * Demo of NA and Pioneering - Emily
2:00-3:20	Initiatives - Kim, Dominica * Start pioneer fire - Emily
3:30-5:00	Pioneering: Elgin Native Americans: Elgin * Close/Clean up cabin - Emily
5:00	Hoppers: Dominica
5:30	Dinner: Kim

Egg Toss in Eagle's Nest: Elgin
Extra Practice

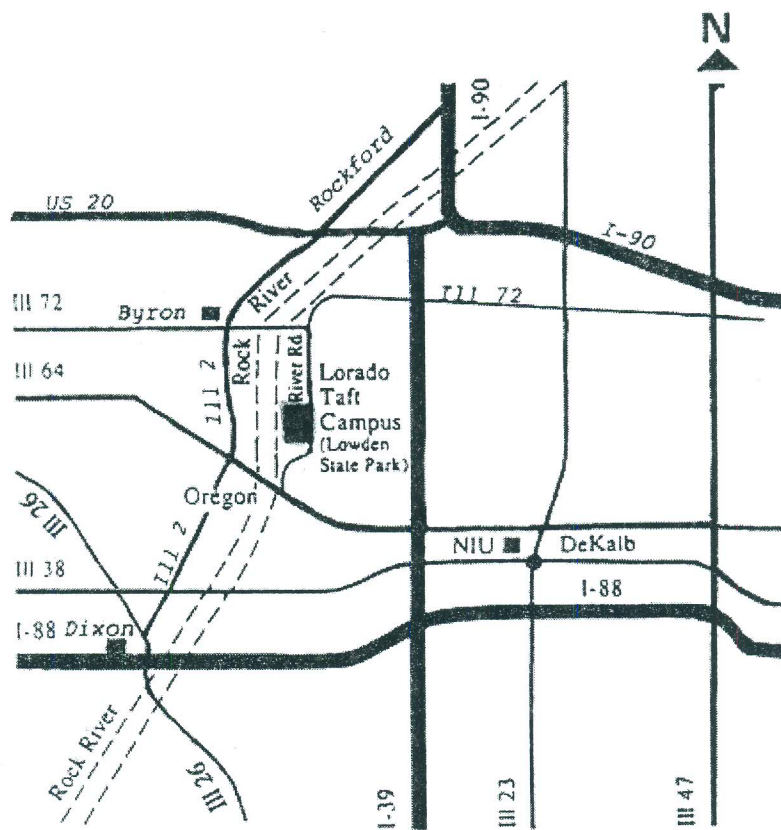
Winter Wolf: **Kim, Dominica**

Campfire with s'mores - Elgin
* Start fire & set up s'mores - **Emily**

Where Are We

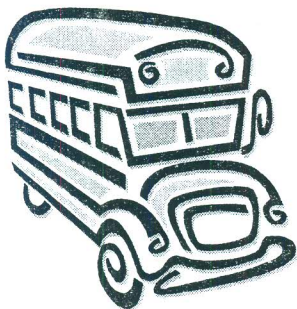


*Taft Campus
can be reached
from I-39 or
I-88.*



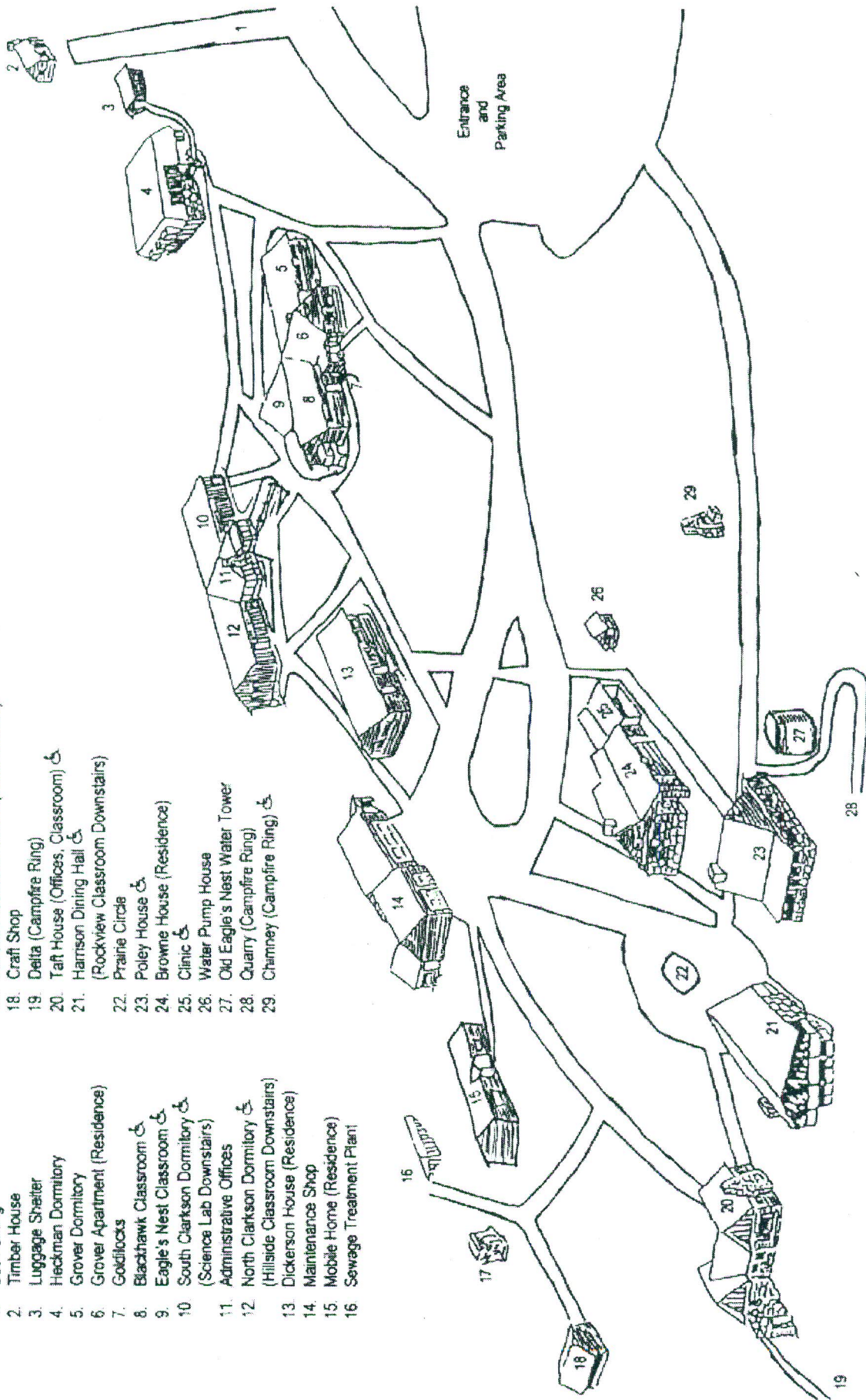
Lorado Taft Field Campus can be reached from I-39 and I-88.

- If traveling north or south on I-39, exit #104 on Rt. 64 west 16 miles to Oregon, take River Road right one and one-half miles to Lowden State Park and Taft Campus.
- If traveling west on I-88, exit onto I-39 north five miles to exit #104 on Rt. 64 west 16 miles to Oregon, take River Road right one and one-half miles to Lowden State Park and Taft Campus.
- If traveling east on I-88, exit at Dixon on Rt. 26 north to Rt. 2 in Dixon. Take Rt. 2 north 18 miles to Oregon. Take Rt. 64 in Oregon east across Rock River. Left on River Road one and one-half miles to Lowden State Park and Taft Campus.
- If traveling south on Rt. 2 to Oregon, left on Rt. 64 across Rock River. Left on River Road one and one-half miles to Lowden State Park and Taft Campus.



LORADO TAFT FIELD CAMPUS

- 1. Bus Parking
- 2. Timber House
- 3. Luggage Shelter
- 4. Heckman Dormitory
- 5. Grover Dormitory
- 6. Grover Apartment (Residence)
- 7. Godlocks
- 8. Blackhawk Classroom &
- 9. Eagle's Nest Classroom &
- 10. South Clarkson Dormitory &
- 11. Administrative Offices
- 12. North Clarkson Dormitory &
- 13. Hillside Classroom Downstairs
- 14. Dickerson House (Residence)
- 15. Maintenance Shop
- 16. Mobile Home (Residence)
- 17. Sewage Treatment Plant
- 18. Funeral Procession Statue (Seven Muses)
- 19. Craft Shop
- 20. Delta (Campfire Ring)
- 21. Taft House (Offices, Classroom) &
- 22. Harrison Dining Hall &
- 23. (Rockview Classroom Downstairs)
- 24. Prairie Circle
- 25. Poley House &
- 26. Browne House (Residence)
- 27. Clinic &
- 28. Water Pump House
- 29. Old Eagle's Nest Water Tower
- 30. Quarry (Campfire Ring)
- 31. Chimney (Campfire Ring) &



Rock River

Rock River