



Field Trip Program- Teacher's Packet 2023

4711 Weakley Road | Southside, TN 37171 | (931) 245-4344

www.historiccollinsville.com

Scheduling Dates

Monday-Friday

April 1, 2023 – October 30, 2023

(Arrival: as early as 9:00 a.m. Departure: as late as 3:00 p.m.)

Teachers and Bus Drivers are Free

One Free Volunteer per 20 Students

Cost Per Student: \$7.00 (\$8.00, if making butter)

Cost Per Chaperone: \$7.00 (\$8.00, if making butter)

(No Chaperone Limit!)

Payment: Check or Card

Bring your own lunch and enjoy eating on the grounds at Collinsville! We have a covered Pavilion, picnic tables, and many grassy areas to use for lunch. The Visitor Center will have bottled water (\$1.00 each) and a variety of souvenirs to purchase, such as small toys (prices vary).

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Historic Collinsville seeks to serve as an enjoyable and engaging educational settlement for all ages.

Historic Collinsville is a rural pioneer settlement featuring authentically restored log houses and outbuildings dating from 1830 to the turn of the century. The settlement takes visitors from the earliest "first home" to the expansive "big house" on the hill with separate kitchen, living, and sleeping areas. Each home and outbuilding have been painstakingly restored and furnished. Efforts to maintain buildings and items are ongoing. The settlement's staff also continues to seek new items and discover the stories related to items to better serve visitors. Visit the web site to get an idea of all that the settlement has to offer:

www.historiccollinsville.com

Enter history and see how life was once lived!

Our regular field trip tour will naturally educate visitors about the way people lived in a pioneer settlement from around 1830 to the turn of the century. However, upon request, Collinsville's Co-Directors will further enhance the visit by coordinating with teachers and group leaders to customize trips to support targeted skills and specific topics. Directors will also create an itinerary for the length of the visit that realistically covers the desired goals of the trip, even ones outside the obvious subject area of History. The settlement connects to many areas of interest that fall into categories in Reading/Language Arts, Math, Science, and other subjects across all grade levels.

Supporting Students Academically *Before, During* and *After* the Trip

Contact Co-Director Kristy Proctor, retired teacher with over thirty years' experience, for lesson plans and activities to help prepare your students for a visit to Historic Collinsville, for customizing your day at the settlement, and for follow-up lesson plans and activities that reflect your trip. Samples of field trip itineraries are provided in this document to help you gain an idea of a fully planned visit with attention to details, a partially planned trip with freedom within the schedule, and a trip where you are in total control of your movements from place to place and how much time you spend at each building or activity. Efforts will be made to accommodate the special needs of guests within reason and within the resources available at Collinsville, especially if the settlement is made aware of the needs prior to the visit.

Docents, in period clothing, will be available in various settlement locations during a scheduled field trip to Historic Collinsville to assist with tours and programs. Docents are facilitators who connect guests with history and enhance guest experiences by providing information, demonstrations, and instructions. They also help protect and maintain items in the settlement. Therefore, docents serve as both historians and caretakers of the property while at the settlement.

Field Trip Guide

BEFORE THE FIELD TRIP- 5 THINGS

1. Check the information in the confirmation email for accuracy and notify a Co-Director of any errors that need to be corrected.
2. Secure a check, cash, or card for field trip payment.
3. Inform the coming group of the following prior to the visit:
 - Wear comfortable shoes, casual clothes, and dress appropriately for the weather since most of the tour is outside. Hats and umbrellas are allowed.
 - Gum is not allowed. Food and drinks are only allowed outside the buildings. Guests may bring snacks and lunch to eat at a picnic table or in the pavilion. Guests may also eat on the ground in the sun or shade. Coolers, lawn chairs, and towels/quilts/blankets are allowed.
 - Students should not bring toys, sporting equipment, games, or electronics unless it is a camera or a cell phone (on silent mode) for photos.
 - Indoor and outdoor photos are allowed.
 - Collinsville does not have a chaperone limit.
 - Collinsville is not responsible for lost or stolen items.
4. Review the following policies with students and chaperones prior to visiting:
 - Students must be with a teacher or chaperone at all times, regardless of age. Students are not to go anywhere alone at any time during the visit to Collinsville.
 - Teachers and chaperones are responsible for the actions, behaviors, and safety of all students in their group. Students should follow instructions the first time they are given, students should listen quietly and with still bodies when spoken to in a whole group or individually, and students should keep hands and other body parts as well as objects to his or herself.

- Students, chaperones, and teachers are expected to be respectful to their own group members and belongings as well as the people and property at Historic Collinsville. Guests should not take anything from Collinsville, they should throw away their own trash as well as clean up messes made, and they should not damage or destroy anything on the property.
5. Pre-divide students into 4 or 5 groups (depending on the size of the whole group) and assign them to a teacher or chaperone before the visit. *Optional: Make a Master List of Group Members to give to the person in charge of the visitor center.*

ON YOUR WAY AND ONCE YOU ARRIVE- 4 THINGS

1. Help drivers find the location and contact drivers often to ensure all are moving in the right direction, especially buses that get separated.
2. Review expectations for the trip.
3. Drop-off and parking take place directly across from the Visitor Center in the grassy field. (Someone will informally welcome you upon arrival and show drivers exactly where to park.)
4. Leave food and drinks on the bus or in vehicles until lunch. Teachers and chaperones may take snacks and water bottles with them for the tour. However, leave them outside the building when going inside if they have been opened.

YOUR FIELD TRIP BEGINS- 3 THINGS

1. After unloading, everyone should gather in front of the Visitor Center. (Students, Teachers, and Chaperones)
2. Break the whole group into pre-selected small groups in front of the Visitor Center and listen for a short formal welcome. Teachers will receive a packet of information to guide the day's adventures.
3. One teacher should go inside the Visitor Center to report a total number of visitors and pay (unless payment has been settled prior to arrival). Also, please give the lead teacher's contact information to the person in charge of the Visitor Center (for emergencies or some other situation that calls for quick communication with a group leader.)

DURING YOUR FIELD TRIP- 2 THINGS

1. Follow the policies set forth by Historic Collinsville.
2. Follow the itinerary and the instructions given for the day's trip.

UPON DEPARTURE- 1 THING

1. Ensure everyone is accounted for and has his/her belongings before leaving.

Following the Safety Procedures, first and second grade field trip samples are provided. Upon request, complete plans can be provided for past trips.

NOTE: A simplified schedule will be given to teachers/group leaders the day of the trip. The detailed plans are only for teachers to see prior to coming to Historic Collinsville.

SAMPLE ITINERARY – FULLY PLANNED

GRADE 3 – SCHOOL A- 4 HOUR VISIT (30 MIN. LUNCH)

Focus Skill: 3.W.TTP.3 Write narratives to write real or imagined experiences and events using an effective technique, such as descriptive details and clear event sequences.

Student's Learning Target: I can use experiences and information learned at Historic Collinsville to write narratives, real or imagined, with descriptive details and clear event sequences.

Educator's Goal: Provide students with an engaging and fun first-hand experience with life in the 1800s to support the focus skill. Historic Collinsville's Support: The field trip to Historic Collinsville will provide students with experiences and information to use for descriptive details and clear event sequences about people, places, and things related to life in the 19th century, especially the years of 1830-1870.

4 small groups of 20 students, a teacher, and 1 chaperone each (88 total Guests)

Special Activities:

Wildwood - (Special Writing: Students will use chalk to write on slates, clean the slates with a cloth, and dip a quill in fast-drying ink to sign their name on a notecard (Teachers will collect notecards and hand them back to students at his/her convenience after departure.)

Batson - Cooking Demo and A Turn at the Churn: Students will observe a cooking demonstration and use the butter churn (this is not the butter making activity)

Wildlife Center - (Pinecone Bird Feeder: students will put a few dabs of lard on a small pinecone (that has a twine hanger attached) and roll the lard section in bird seed to create a personal bird feeder. The cone will be placed in a paper sack with the student's name on it.

Teachers will collect the sacks in a bag and hand them back to students at his/her convenience after departure.)

Lewis House- Students will observe a demonstration. (TBA)

9:00-9:10- Arrival and Formal Welcome

- Someone will informally greet guests upon arrival and direct parking
- Groups will unload and gather on the lawn in front of the Visitor Center for a Formal Welcome
- The whole group will break into The Lewis Group, The Wildwood Group, The Batson Group, and the Wildlife Group (Send a teacher into the Visitor Center to pay and provide a list of group members.)

9:10-9:20 Restroom Break

- Lewis and Wildwood Groups will use the Visitor Center Restrooms. Batson and Wildlife Groups will use Pavilion Restrooms.
Jump Ropes will be located on the porch of the Visitor Center and on the railing at the Pavilion for students to use while waiting during the restroom break. Some 1800's children jumped rope at playtime.
- After the restroom break, all 4 groups travel to the first Rotation Station for his/her group.

9:20-9:25-Travel Time

9:25-9:30 Quick Game

#1: "T" Tag – All groups will play the same game, but at their separate Rotation Stations.

Game Directions:

Assign an "IT" for the group. Yell "Run" to start the game. Every minute, change your "IT" so that several different students get to be "IT." When children get tagged by "IT," they must stand still with arms out like the shape of a T. The child must stand in the T formation until another child runs under the T to release the frozen state. This game, once played by children in the 19th Century will acquaint students with a game of the past and help release energy prior to the start of the tour.

9:30- 9:50 Tour Rotation Station #1

Lewis Group- Lewis House (½ will tour inside with the teacher and ½ will look in the three outbuildings surrounding the house with the chaperone for ten minutes-then, the groups switch for ten minutes),

Batson Group- Batson House (½ will tour the inside with the teacher and ½ will look in the Loom House, Smoke House, and Cobbler's Place with the chaperone for ten minutes- then, groups switch for ten minutes)

Wildwood Group-Wildwood Church and School (½ will look inside the church/school with the teacher and ½ will look in the Teacher's House with the chaperone for ten minutes- then, groups switch for ten minutes)

Wildlife Group- Wildlife Center (½ will tour inside the Wildlife Center with the teacher and ½ will look in the Tobacco Barn and Blacksmith's Building for ten minutes with the chaperone- then, groups switch for ten minutes.)

9:50-9:55- Travel to Rotation Station #2

9:55-10:05 10 Minute Snack Break

All groups will have a snack at their separate stations. At station #2 teachers provide snacks or students provide their own snacks (such as an energy bar) and water such as a small bottle of water). Please, place snack trash in a trash bin.

10:05-10:25 Tour Rotation Station #2

Wildlife Group- Lewis House (½ will tour inside with the teacher and ½ will look in the three outbuildings surrounding the house with the chaperone for ten minutes-then, the groups switch for ten minutes),

Wildwood Group- Batson House (½ will tour the inside with the teacher and ½ will look in the Loom House, Smoke House, and Cobbler's Place with the chaperone for ten minutes- then, groups switch for ten minutes)

Lewis Group- Wildwood Church and School (½ will look inside the church/school with the teacher and ½ will look in the Teacher's House with the chaperone for ten minutes- then, groups switch for ten minutes)

Batson Group- Wildlife Center (½ will tour inside the Wildlife Center with the teacher and ½ will look in the Tobacco Barn and Blacksmith's Building for ten minutes with the chaperone- then, groups switch for ten minutes.)

10:25-10:30- Travel to Rotation Station #3

10:30-10:35- Quick Game #2

Foot Race - All groups will race, but at their own Rotation Station

At station #3, Teachers will designate a starting point and finish line for children to use as boundaries for racing. Then, students race each other as children would have in the 1800s.

10:35-10:55- Tour Rotation Station #3

Batson Group- Lewis House (½ will tour inside with the teacher and ½ will look in the three outbuildings surrounding the house with the chaperone for ten minutes-then, the groups switch for ten minutes),

Lewis Group- Batson House (½ will tour the inside with the teacher and ½ will look in the Loom House, Smoke House, and Cobbler's Place with the chaperone for ten minutes - then, groups switch for ten minutes)

Wildlife Group- Wildwood Church and School (½ will look inside the church/school with the teacher and ½ will look in the Teacher's House with the chaperone for ten minutes- then, groups switch for ten minutes)

Wildwood Group- Wildlife Center (½ will tour inside the Wildlife Center with the teacher and ½ will look in the Tobacco Barn and Blacksmith's Building for ten minutes with the chaperone-then, groups switch for ten minutes.)

10:55-11:00 Travel to Rotation Station #4

11:00-11:05 Quick Game #3

Leap Frog- All groups will leap, hop, and jump at their Rotation Station

Students will see how far they can leap from a standing position, how far they can hop from point A to point B before having to stop, and how high they can jump from a standing position. Leap Frog was popular in the 1800s, especially leaping over other children!

11:05-11:25- Tour Rotation Station #4

Wilwood Group- Lewis House (½ will tour inside with the teacher and ½ will look in the three outbuildings surrounding the house with the chaperone for ten minutes-then, the groups switch for ten minutes)

Wildlife Group- Batson House (½ will tour the inside with the teacher and ½ will look in the Loom House, Smoke House, and Cobbler's Place with the chaperone for ten minutes - then, groups switch for ten minutes)

Batson Group- Wildwood Church and School (½ will look inside the church/school with the teacher and ½ will look in the Teacher's House with the chaperone for ten minutes- then, groups switch for ten minutes)

Lewis Group- Wildlife Center (½ will tour inside the Wildlife Center with the teacher and ½ will look in the Tobacco Barn and Blacksmith's Building for ten minutes with the chaperone-then, groups switch for ten minutes.)

11:25-11:35- Restroom Break to Prepare for:

- Lewis and Wildwood groups go to the Visitor Center restrooms
- Batson and Wildlife groups use the pavilion restrooms.
- Chaperones will get lunches while students go to the restroom. If available, a co-Director will help chaperones transport the lunches to the groups.

11:35-12:05- Lunch

Period Music might be played in the background at lunchtime. Students will eat on the ground, in the pavilion, or at picnic tables.

12:05-12:15- Quick Review

Co-Director Proctor will interact with students in front of Batson House

Chaperones will pack items/clean while students connect the trip to the focus skill

1. Review the three quick games played today- ex. think about jumping rope on grass vs. concrete flooring
2. Compare/Contrast Then and Now- ex. schools
3. write a short narrative in first-person while thinking aloud for the students (reviewing the story's structure as the writing develops: character, setting, plot: beginning, middle, end) about butter making.

12:15- 12:25 Butter making Session

Students will pour heavy cream into a container to shake and shake and shake! (To speed up the process, 8 pitchers of heavy cream will be available (2 per group) for students to pour from. The cream will be poured into containers that the students will shake until the butter is formed.) Co-Director Mark will prepare for his presentation during the time students is pouring cream into containers.

12:25-12:40 Co-Director Mark's Show and Tell (medical equipment & related stories)

Students will continue to shake the container while listening to Co-Director Mark.

12:40-12:55 Gift Shop

Anyone with money for purchasing items from the gift shop located in the Visitor Center may do so at this time while others use the restroom at the pavilion or wait outside the Visitor Center to depart.

12:55-1:00 Load buses and depart as staff members wave good-bye.

SAMPLE ITINERARY – PARTIALLY PLANNED

GRADE 1 – SCHOOL A- 4 HOUR VISIT (30 MIN. LUNCH)

Focus Skill: 3.W.TTP.3 Write narratives to write real or imagined experiences and events using an effective technique, such as descriptive details and clear event sequences.

Student's Learning Target: I can use experiences and information learned at Historic Collinsville to write narratives, real or imagined, with descriptive details and clear event sequences.

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4 small groups of 20 students, a teacher, and 1 chaperone each (88 total Guests)

Special Activities:

Wildwood- (Special Writing: Students will use chalk to write on slates, clean the slates with a cloth, and dip a quill in fast-drying ink to sign their name on a notecard (Teachers will collect notecards and hand them back to students at his/her convenience after departure.)

Batson- Cooking Demo and A Turn at the Churn: Students will observe a cooking demonstration and use the butter churn (this is not the butter making activity)

Wildlife Center- (Pinecone Bird Feeder: students will put a few dabs of lard on a small pinecone (that has a twine hanger attached) and roll the lard section in bird seed to create a personal bird feeder. The cone will be placed in a paper sack with the student's name on it. Teachers will collect the sacks in a bag and hand them back to students at his/her convenience after departure.)

Lewis House- Students will observe a demonstration. (TBA)

9:00-9:10- Arrival and Formal Welcome

- Someone will informally greet guests upon arrival and direct parking
- Groups will unload and gather on the lawn in front of the Visitor Center for a Formal Welcome
- The whole group will break into The Lewis Group, The Wildwood Group, The Batson Group, and the Wildlife Group (Send a teacher into the Visitor Center to pay and provide a list of group members.)

9:10-10:45 Groups will travel clockwise to the following buildings: The Lewis House, The Wildwood Church/School, The Teacher's House, The Batson House, and The Wildlife Center.

Look inside the outbuildings and use the Pavilion Restrooms as you make your way from location to location. Feel free to bring a snack and water bottle for students to enjoy along the way! (leave open items outside when going inside)

10:45-11:15 Butter Making Session and Storytelling (Think-aloud: Writing a Narrative)

11:15-12:00 Lunch Prep, Lunch, and Lunch Clean-Up

12:00-12:20 Co-Director Mark's Presentation at the Batson House

12:20-12:45 Those with Money to Spend: Make purchases at the Visitor Center

Those not making a purchase: Play on the lawn surrounding the Visitor Center

Co-Director Proctor will guide the games)

12:45-12:55 **Review/Reflect**

12:55-1:00 Load the Buses and Depart

SAMPLE ITINERARY – MAKE YOUR OWN SCHEDULE

GRADE 1 – SCHOOL A- 4 HOUR VISIT (30 MIN. LUNCH)

Focus Skill: 3.W.TTP.3 Write narratives to write real or imagined experiences and events using an effective technique, such as descriptive details and clear event sequences.

Student's Learning Target: I can use experiences and information learned at Historic Collinsville to write narratives, real or imagined, with descriptive details and clear event sequences.

Educator's Goal: Provide students with an engaging and fun first-hand experience with life in the 1800s to support the focus skill.

Historic Collinsville's Support: The field trip to Historic Collinsville will provide students with experiences and information to use for descriptive details and clear event sequences about people, places, and things related to life in the 19th century, especially the years of 1830-1870.

4 small groups of 20 students, a teacher, and 1 chaperone each (88 total Guests)

Special Activities:

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Wildlife Center- (Pinecone Bird Feeder: students will put a few dabs of lard on a small pinecone (that has a twine hanger attached) and roll the lard section in bird seed to create a personal bird feeder. The cone will be placed in a paper sack with the student's name on it. Teachers will collect the sacks in a bag and hand them back to students at his/her convenience after departure.)

Lewis House- Students will observe a demonstration. (TBA)

9:00-9:10 - Arrival and Formal Welcome

- Someone will informally greet guests upon arrival and direct parking
- Groups will unload and gather on the lawn in front of the Visitor Center for a Formal Welcome
- The whole group will break into The Lewis Group, The Wildwood Group, The Batson Group, and the Wildlife Group (Send a teacher into the Visitor Center to pay and provide a list of group members.)

9:10-1:00 Structure the visit to include tours of The Lewis House, Wildwood Church and School, Teacher's House, Batson House, Wildlife Center, and look inside all outbuildings. Visit the butter making station and follow the directions for making butter. Co-Director Mark will have a demonstration in front of the Visitor Center from 9:15-9:35 and Co-Director Kristy will have a storytelling session from 10:15-10:35 in front of the Batson House. Docents will be in the Lewis and Batson Homes as well as the Wildwood and Wildlife Center. Co-Directors will have a reflection session at the Visitor Center and assist in loading buses from 12:45-1:00. Send students to make purchases in the Visitor Center's gift shop area at your convenience.

Safety Information

There will be limited First Aid Kits (in orange, plastic shoeboxes) located in the following places:

- Lewis House (Under the lower-level)
- Wildwood Church and School (Beside the piano)
- Batson House (Under the lower bed)
- Pavilion- Men's Restroom (Under the sink)
Pavilion- Women's Restroom (Under the sink)
- Wildlife Center (behind the display case)
- Visitor Center (behind the display case in the floor under the checked tablecloth)


- Tobacco Barn (on the wall shelf near the door facing the Loom House)
- Golf Cart (in the backpack)

Emergency Procedures

- Leaders Must Monitor and Adjust Plans as Needed and Inform Chaperones, Group Leaders, Volunteers, and a Co-Director of Changes

Thunderstorm

Tornado Warning

<ul style="list-style-type: none"> • Go indoors or remain inside • Close windows and doors • Move away from windows and doors • Do not use electrical equipment • Avoid metal, outlets, and water • Shelter until the storm passes 	<ul style="list-style-type: none"> • Go inside to an interior space (go to the Visitor Center’s hallway in front of the restrooms or Pavilion Restroom, if time) • Avoid windows, doors, and outside walls • Assume a protective position: 
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Fire

Earthquake or Explosion

<ul style="list-style-type: none"> • Yell, “Fire!” • Get out of the building and do not reenter • If smoky, stay low to the ground • If clothes catch fire: stop, drop, and roll • Only use a Fire Extinguisher if trained • Call 911 to report the fire • Go to the field in front of the Visitor Center • Await instructions from a Co-director 	<ul style="list-style-type: none"> • If time allows, take cover indoors under a sturdy item • If outside: drop to the ground, cover your head and neck, and hold • Get away from objects that could fall on you (bookshelves, cabinets, window glass) • Do not use an open flame for a light source- use a flashlight or cell phone light • Evacuate the building and go to the field in front of the Visitor Center • If trapped, yell for help • Be prepared for aftershocks • Await instructions from a Co-Director
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Water Leak and Flood

- Call a Co-Director
- Stop the flow of water if safe to do so
- Do not go into the water, especially flowing water
- Go to the field in front of the Visitor Center
- Await instructions from a Co-director

Power Outage

- Call a Co-Director to report the outage
- Stay Calm
- Evacuate dark spaces or use a flashlight to illuminate the area
- Do not use an open flame to light an area

Animals on the Property - a stray animal may wander onto the property (such as a cow, horse, pig, chicken, sheep, goat, donkey, turkey, deer, skunk, dog, or cat). Please, stay away from any animals that appear on the property and do not attempt to “pet” or “capture” any animal on the property. Call a Co-Director to report an animal presence and stay away from the animal. NOTE: Some people may bring a dog on a leash, such as a service dog- do not report those situations. Also, avoid bees and spiders as well as snakes and other reptiles and amphibians that may be seen on the property.

Medical Emergency Vandalism

- Call 911
- Stay with the person in distress
- If something in a First Aid Kit will help, use it
- Keep the person calm and warm
- Check for a medical ID necklace/bracelet
- Clear the area surrounding the person
- Do not move the person
- Do not give the person anything to eat, drink, or any medication- unless medication is the known emergency
- Call a Co-Director

Suspicious/Disruptive Person and

- Do not engage the Suspicious or Disruptive Person
- Keep a safe distance
- Evacuate using the safest and nearest exit
- Call a Co-Director
- Do not return to the location of the suspicious/disruptive person
- Do not interfere with vandalism in progress
- Leave the area being vandalized
- Do not touch anything vandalized so that authorities can get better evidence
- Call a Co-Director

Evacuation: Directors will inform guests to exit the property by way of their own transportation, if possible, in an orderly fashion when there is a known need to clear the property. Rescheduling and refunds will be discussed after an evacuation situation, but not during the evacuation.

ACTIVE SHOOTER EMERGENCY RESPONSE STEPS

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

9:00-9:20 Arrival Procedures- Bus will park in the grassy field in front of the Visitor Center (Have parent chaperones take lunches to the pavilion)

- Assemble 8 groups of students (each class will divide into two groups) Parents need to pay before joining a group
- 1 teacher will pay for the trip in the Visitor Center
- Group leaders will be given a clipboard with a schedule and should be at the first station by 9:20am and at the bus to depart at 1:00pm
- Groups may use the restroom while at the Visitor Center Station, in the Pavilion during lunch, or anytime the group needs to go

First Grade-
Kingston Springs



9:20-9:40	Carter's Chaperone	Umphers	Umphers' Chaperone	Penrod	Penrod's Chaperone	Mealio	Mealio's Chaperone	Carter
9:45-10:05	Umphers	Umphers' Chaperone	Penrod	Penrod's Chaperone	Mealio	Mealio's Chaperone	Carter	Carter's Chaperone
10:10-10:20	Umphers' Chaperone	Penrod	Penrod's Chaperone	Mealio	Mealio's Chaperone	Carter	Carter's Chaperone	Umphers
10:25-10:45	Penrod	Penrod's Chaperone	Mealio	Mealio's Chaperone	Carter	Carter's Chaperone	Umphers	Umphers' Chaperone
10:50-11:10	Penrod's Chaperone	Mealio	Mealio's Chaperone	Carter	Carter's Chaperone	Umphers	Umphers' Chaperone	Penrod
11:15-11:35	Mealio	Mealio's Chaperone	Carter	Carter's Chaperone	Umphers	Umphers' Chaperone	Penrod	Penrod's Chaperone
11:40-12:00	Mealio's Chaperone	Carter	Carter's Chaperone	Umphers	Umphers' Chaperone	Penrod	Penrod's Chaperone	Mealio
12:00-12:20	Carter	Carter's Chaperone	Umphers	Umphers' Chaperone	Penrod	Penrod's Chaperone	Mealio	Mealio's Chaperone
Lunch & Departure	Groups gather in pavilion for lunch. Classes have 40 minutes for lunch/restroom. Students finishing early may run around and roll around in the grassy field (like Laura and Mary in <u>Prairie Day</u>) beside the Pavilion. Don't allow anyone to wander in other places.							

2nd Grade Schedule- A CMCSS School

9:00-9:15 Arrival Procedures- park in the grassy field in front of the Visitor Center

Assemble 6 groups of students (each teacher will divide his/her class)

3 groups will have a teacher leader with a group of students (Teacher A1, B1, and C1)







3 groups will have a chaperone leader with a group of students (Teacher A2, B2, and C2)

Group leaders will be given a clipboard with a schedule and other information

The Contact Teacher will be emailed follow-up materials to use, if desired

Groups will depart for the first station at 9:15

1 teacher will pay for the trip in the Visitor Center prior to going to the first station

	Animal Speeds / I Spy 2.18 Analyze how the location of regions affects the way people live, including their food, clothing, shelter, transportation, and recreation.	Corn-Shelling SSP.06 Develop geographic awareness by understand relationships between people, places, and resources	Self-guided Tour 2.30 Describe periods of time in terms of: • Years • Decades • Centuries	Guided Tour SSP.D1 Gather information from a variety of sources including artifacts, historical items on the property	Slates and the Teacher's House 2.31 Analyze and interpret events placed chronologically on a timeline.	Site Maps SSP.D1 Gather information from a variety of sources, including printed material, a map of the site, graphic representations; map of site with graphic representations, media and technology sources; a map of the site with QR codes
	 Witchie Farm	 Barn-Mike	 Barns Outbuildings- Teacher	 Barns House- Billy Ruth	 Wildwood and Adkins- Carolyn	 Lewie House- Shonda
9:20-9:40	Teacher C1	Teachers A1	Teacher B2	Teachers A2	Teacher C2	Teacher B1
9:45-10:05	Teachers A1	Teacher B2	Teachers A2	Teacher C2	Teachers B1	Teacher C1
10:10-10:30	Teacher B2	Teachers A2	Teacher C2	Teacher B1	Teacher C1	Teachers A1
10:35	10:35 Classes will gather in the pavilion, sit at the tables, and listen for butter making and tasting instructions					
10:35	10:35 A teacher and a few chaperones will gather lunches while other teachers and chaperones assist with butter					
10:35-11:00	10:35-11:00 Students will make butter, taste the butter they make with crackers, and wash the jar to be reused					
11:00	11:00 Pass out lunches and eat until 11:25					
11:00-11:30	11:25 Teachers, students, and chaperones begin to clean-up trash and food <u>left-overs</u> from the table and floor					
11:30	11:30 Teachers and the three chaperones that are group leaders: Travel to the next station while some chaperones take coolers, lunchboxes, and such back to the vehicles					
11:35-11:55	Teachers A2	Teacher C2	Teacher B1	Teacher C1	Teachers A1	Teacher B2
12:00-12:20	Teacher C2	Teacher B1	Teacher C1	Teachers A1	Teacher B2	Teachers A2
12:25-12:50	Teacher B1	Teacher C1	Teachers A1	Teacher B2	Teachers A2	Teacher C2
12:50-1:10	12:50-1:10: Classes will gather at the Visitor Center for Director Mark's Medical Presentation/Demonstrations (<u>please</u> , please, please... keep students quiet while Dr. Spotswood Scott speaks)					
1:10-1:20	Departure					