



Lead Teacher Guide 2018-2019



Planting Knowledge & Cultivating the Future



ABRAHAM BALDWIN
AGRICULTURAL COLLEGE



**Georgia Museum of Agriculture &
Historic Village**

Inside This Guide

Lead Teacher
Responsibilities

2

Programming
Details

3

State Standards

4

Field Trip
Checklist

5

Museum Policies

6

Media Release

10

Art & Writing
Contest

11

Pre/Post Trip
Assessment

11

Directions

12

Sample Forms

13

We're excited you're here!

You play a vital role in Destination Ag! As lead teacher, it is your responsibility to assist in communication between the Georgia Museum of Agriculture and your teachers. Throughout the weeks prior to your field trip, you will receive further information to share with other visiting teachers from your school. The goal is for all participants to have a clear understanding and realistic expectations for the field trip.



Lead teacher responsibilities include:

- Sharing relevant information with all visiting teachers, including policies,
- Providing all visiting teachers' contact information for pre/post trip assessment opportunities,
- Organizing classes into teaching groups once number of groups is received from the Museum,
- Obtaining media release forms from all students and adults participating in the field trip and providing those to the Museum during orientation,
- Organizing transportation (verify with principal or county curriculum coordinator),
- Organizing sack lunches (verify with principal or county curriculum coordinator),
- Checking in at the Country Store upon arrival to provide total student numbers and be greeted by GMA staff.

What is Destination Ag?

Destination Ag is a living classroom! Programming focuses on hands-on, interactive activities that allow your students to make real world connections. Destination Ag's primary goal is to increase awareness of how agriculture and natural resources play an important role in our daily lives.



Program Details: (*varies upon grade*)

- Museum sends field trip itinerary two weeks prior to visit.
- Arrive 9:00 - 9:15 am, depart no later than 1:30 pm.
- Programming 9:45 am - 1:00 pm (grade dependent).
- Three classes are led by Destination Ag staff.
- Additional free time session provided for PreK—2nd grade and is supervised by visiting teachers. A play area is available for students during this scheduled session (page 7).
- Thirty-minute lunch break under the renovated Opry Shelter pavilion.
- Schools bring sack lunches (page 7).

A Little About Us

In 2016, the Harley Langdale Jr. Foundation and the GMA partnered together for a common goal: to increase children's connection between their daily lives and agriculture and natural resources. The generous contribution of the Harley Langdale Jr. Foundation provided support for the creation of Destination Ag, an agriculture and natural resource experiential learning program.

Destination Ag is currently offering programming at no cost to children in grades pre-k through third in Berrien, Cook, Colquitt, Irwin, and Tift counties. Over the next two years, an additional county and grade level will be included in the program each year. Destination Ag plans to serve 17,000 students from eight surrounding counties at the completion of its fifth year!

State Standards

Destination Ag programming targets GELDs Georgia's Standards of Excellence (GSE) in Science and the College and Career Readiness Performance Index. Below is a chart detailing the standards that your students will explore during their field trip.

Pre-K

Class	Standards
Career	CD-SC1; CD-SC5
Plant Needs	CD-SC1.4a; CD-SC3.4a
Farm to Fridge	CD-SC3.4a; CD-SS4.4b; CD-SS4.4c

2nd

Class	Standards
Weather Away	S2E3
Let's Bee Pollinators	S2L1.a, c

K

Class	Standards
Ecosystem Builders	SKL1
Fur vs Feather	SKL2a

3rd

Class	Standards
It Comes From Trees?	SS3E1.a, SS3E3
Georgia's Georegions	S3L1.a, S3L1.b

1st

Class	Standards
All About Corn	S1L1.a, b
Meet the Sheep	S1L1.b, c



Field Trip Checklist



Four+ weeks prior

- ☐ Book transportation
- ☐ Schedule sack lunches
- ☐ Communicate with all teachers the field trip date

Two-Three weeks prior

- ☐ Confirm student numbers and additional needs with teachers and Museum
- ☐ Notify Museum of any additional needs (allergies, wheelchair users, visually impaired, etc.)
- ☐ Once number of groups is received, arrange classes into teaching groups
- ☐ Send home field trip permission form
- ☐ Meet with teachers and other group leaders to review policies and expectations
- ☐ Remind any additional adults they will need to pay Museum admission, \$7 + tax (excludes bus drivers, teachers, para-pros, assistant teachers)
- ☐ Once the pre-trip online assessment link is received, share with all visiting teachers to complete prior to the field trip (*1st—3rd grade only*)

One week Prior

- ☐ Review behavior expectations with students and remind them what to wear
- ☐ Send home reminder field trip letter
- ☐ Remind visiting teachers to complete pre-trip online assessment with their students

Field Trip Day

- ☐ Provide student numbers at Country Store
- ☐ Drive to the back parking lot and unload students
- ☐ Submit media release forms to GMA staff
- ☐ Have teacher/adult with each group
- ☐ Have fun!

1-2 Weeks After Trip

- ☐ Use the Art & Writing Contest as a Language Arts tool in your classroom
 - ◆ Don't forget to send in your class entry before the due date!
- ☐ Once the post-trip online assessment link is received, share with all visiting teachers to complete within three weeks of visiting Destination Ag

What is the GMA?

The Georgia Museum of Agriculture and Historic Village (GMA), originally known as the 'Agrirama,' opened its doors July 4, 1976. In July 2010, Abraham Baldwin Agricultural College (ABAC) assumed operation of the Museum and renamed the facility. The grounds consist of five areas: a traditional farm community of the 1870s, an 1890s progressive farmstead, an industrial sites complex, a rural town, a national peanut complex, and the Museum of Agriculture Center.

The GMA is open to the public Tuesday-Friday, 9am—3pm and Saturday, 9am—4pm. Saturday admission includes riding the 1917 Vulcan Steam Train! Explore GMA's website at www.abac.edu/museum and like us on Facebook for further information.



Museum Policies

Take the time to review the following policies and share all relevant information with your teachers, parents, and students. A field trip reminder will be emailed two weeks prior to your trip. The more organized you and your staff are, the smoother your field trip will be!

Trip Tip: Provide this guide to all visiting teachers!



Programming

- Each teaching group will rotate through three to four sessions (depending upon grade) and a 30 minute lunch.
 - * PreK & K have four 20-minute sessions
 - * 1st & 2nd grade have four 30-minute sessions
 - * 3rd grade has three 45-minute sessions
- Schools should arrive no later than 9:15am and will be able to board buses for departure no later than 1:30pm (depending on the grade).
- Various schools from your county or other counties may be attending the program the same day.
- **Destination Ag programming does not include visiting the Historic Village buildings or riding the train.** If you are interested in booking a historic workshop or tour of the Historic Village, please visit us online at <http://www.abac.edu/museum/education>.

Museum Teaching Groups

- The Museum will provide the number of teaching groups your school is assigned, which is dependent upon the number of classes and number of students per class. Museum teaching groups are 10-30 students. The goal is to keep most of your classes together; however, to provide programming to more students in one day, classrooms may need to be divided.
- Each teaching group is led by an adult group leader provided by the school. This is usually a classroom teacher.
- The Museum will provide teaching group names a few weeks prior to the trip. Please assign each teaching group a Museum name and inform all adults and students of their Museum teaching group name before arrival. Example: Ms. Smith's students are the Cows, Mr. Holland's students are the Peanuts.
- Please do not change the number of teaching groups provided by the Museum.
- The Museum reserves the right to adjust the number of teaching groups and group leaders based on your student numbers upon arrival.
- **Please contact us prior to your visit if there are any additional needs (allergies, wheelchair users, visually impaired, etc.) that we should be aware of.** This will allow our instructors to better prepare for your visit.

Trip Tip: Please share with all visiting adults that Destination Ag is a different program from GMA's historic programming. They are welcome to visit the Historic Village at another time!

Adult Group Leaders

- An adult leader must be present for each teaching group. The Museum requires teachers to act as group leaders before parent chaperones. This adult leader will receive free admission.
- Please do not adjust the itinerary provided by the Museum.
- The adult group leader will be responsible for students' behavior and leading the students through their itinerary. Students must stay with their adult group leader at all times.
- Please be sure all adult group leaders and extra chaperones understand their duties before the visit. Chaperones should:
 - * Ensure students in his/her group behave appropriately.
 - * Assist Museum staff in providing a positive learning experience.
 - * Stay with their students at all times and help them move through the provided itinerary.
 - * Be familiar with the site and group itinerary before arriving.
 - * Oversee the group during free time.
 - * Not deviate from the group itinerary.
 - * Assist students with their purchases while visiting the Drug Store (if applicable).
 - * Use cell phones for picture taking only—do not take or make calls while supervising students.

Drug Store



Who loves ice cream? The Drug Store is a wonderful place to visit during your school's free-time period. Located in the Historic Village, the Drug Store sells souvenirs, ice cream, snacks, drinks, and lunch combos.

Please remember the following:

- Space is limited, so please be patient.
- One or two adults from the school **must be** inside with the students to assist with traffic control and counting money.
- The Drug Store accepts debit/credit cards with a \$5.00 minimum purchase.
- Schools may buy ice cream for students; however, payment must be made with a separate check. State sales tax will be included because of the type of purchase (food). Please contact Tonia Carpenter, Country Store Manager, to request ice cream sales, 229/391-5205 or tcarpenter@abac.edu.

Trip Tip: Your group might be on [Destination Ag's Facebook](#) page after your trip. Make sure to visit and like our page!

Extra Chaperones/Parents

- **Parents and extra chaperones must pay Museum general admission, \$7.49/adult (includes tax), at the Country Store (before the gate).** Once they pay general admission, parents and chaperones may drive through the gate and meet the buses in the back parking lot.
- All adults are welcome to join the games and fun! We suggest adults play an active role in the program and not stand along the sidelines. Please let your adults know we may ask them to assist during this time.



Arrival

- Please arrive at 9:15 am to allow time for check-in and using the restroom. If your arrival time is later, you may miss some parts of programming. If you are running late, please contact us as soon as possible at 229/391-5205.
- Upon arrival, check-in at the Country Store. The lead teacher should enter the Country Store to provide the total number of students attending. All students and other teachers can remain on the bus for announcements by Museum staff.
- Parents and extra chaperones must pay Museum general admission in the Country Store. (\$7.49 for adults, \$4.28 for children 5+)
- Bus drivers, teachers, para-pros, and teachers assistants receive free admission.
- After check-in, drive through the gate and park the buses along the south end of the large parking lot where the Museum staff will be located to unload your students.

Safety

- As most programming is outside, there are safety considerations of which everyone should be aware. Please share these with your students and adults.
 - * Destination Ag has an observation bee hive! Second graders will be able to view this observation hive during programming. Please inform those who have bee allergies aware that hives are located on-site at the Museum.
 - * Keep an eye out for fire ants. Be aware of where you are standing at all times.
 - * Do not feed or pet any animals unless given permission by an instructor.
 - * Stay hydrated! Water stations will be available during extremely hot days.



Lunch

- Your group will need to bring sack lunches which can be eaten at the Opry Shelter.
- Restrooms are also available at this location.
- Please assist us in keeping the Museum clean and remind your students and adults to throw away all garbage in the Opry Shelter and in the restrooms.
- Other schools participating in DA will also be eating in the Opry Shelter at the same time. Please ensure that there is enough room for everyone by sitting at your assigned table.
- Thirty-minutes is allotted for lunch. Please stay on time so your afternoon sessions are not delayed.

Free Time (PreK-2nd grade only)

- The Free Time session offers a play area by the Opry Shelter. Groups are welcome to visit the Drug Store (optional) at this time.
- The Free Time area is an ever-growing station as Destination Ag continues to move forward. Please share your suggestions for potential additions to this area.
- Visiting adults are responsible for the children. Destination Ag Instructors will not be present during Free Time.
- A minimum of one to two adults are required to stay in the Drug Store to manage student behavior and assist students with their purchases. Students should know what they want and have their money ready before they reach the register. This will assist the Drug Store in serving more students in a limited amount of time. Debit and credit cards are accepted with a \$5.00 minimum purchase.



Interested in History?



Would you like to visit a one-room schoolhouse or see a gristmill in action? The GMA offers field trips which allows schools to explore the Historic Village. Visit our website, www.abac.edu/museum/education, to learn more about historic programs offered by the GMA.



What to Bring/Wear

- Students and adults should wear closed-toed shoes and dress appropriately for the weather (including rain).
- Water bottles are highly suggested during the warmer months and jackets/sweaters are recommended for the cooler months as the students will be outside during their field trip.



Severe Weather

- Programming will occur rain or shine unless severe weather is imminent.
- The Museum reserves the right to close the facilities if severe weather is approaching or forecasted for a particular day. Museum staff will reschedule your trip if this occurs.
- If your school decides not to attend due to weather and the Museum remains open, it is up to you to call the Museum to reschedule. The Museum cannot guarantee availability on a later date as our books fill quickly.

Questions?

- Contact Tonia Carpenter at 229/391-5205 or tcarpenter@abac.edu.

Media Release

- Upon entering the GMA, all visitors (including youth groups for programming purposes) grant the GMA the irrevocable permission to use his or her image, likeness, voice or sound recordings in any media for the purpose whatsoever without compensation.
- **Please have all students and adults complete a media release form located towards the end of this document (pg 12) prior to the field trip.**
- If a child is unable to have their image taken, please let the Country Store know at check-in and a sticker or armband will be provided for the child.
- All completed media release forms can be given to GMA staff during orientation at the Opry Shelter.

Art & Writing Contest

- All participating Destination Ag students are encouraged to enter the Museum's agriculture and natural resource art and writing contest. The purpose is for students to communicate the value of agriculture and natural resources in our daily lives through their illustrations and writings.
- For each participating county (Berrien, Colquitt, Cook, Irwin, and Tift), one student winner will be awarded per grade bracket along with his/her teacher. Grade brackets are PreK through 1st and 2nd through 3rd. Student winners are awarded a \$100 gift card and teachers are awarded \$500.
- Teachers will receive entry forms during the Destination Ag field trip. Each teacher is allowed one student entry.
- All entries will become property of the GMA to use, produce, or transfer rights as its sole discretion.



Trip Tip: Don't wait until the last minute to enter!
Fall Deadline: December 14, 2018
Spring Deadline: April 26, 2019

Pre/Post Trip Assessment

- First through third grade students will be asked to partake in a pre/post trip assessment to determine program impact.
- Each visiting teacher will be emailed a pre-trip online assessment link for his/her students to complete prior to their visit.
- If emailed a pre-test, teachers will be emailed a post-trip online assessment link for the students to complete within one to two weeks after their trip.
- Students must complete pre/post tests individually online; however, an adult may read the questions if necessary.

Who Can Visit

Can other schools outside of Destination Ag's targeted counties (Berrien, Colquitt, Cook, Irwin, and Tift) participate in Destination Ag? You bet! Feel free to pass the word about this new agriculture and natural resource program.

- Program cost is \$7/ student
- Grades Pre-K through 3rd
- To book a program, contact Tonia Carpenter, 229/391-5205 or tcarpenter@abac.edu



Directions

- **Physical Address**

Georgia Museum of Agriculture & Historic Village
1392 Whiddon Mill Rd
Tifton, GA 31793

- **Traveling Interstate 75-North**

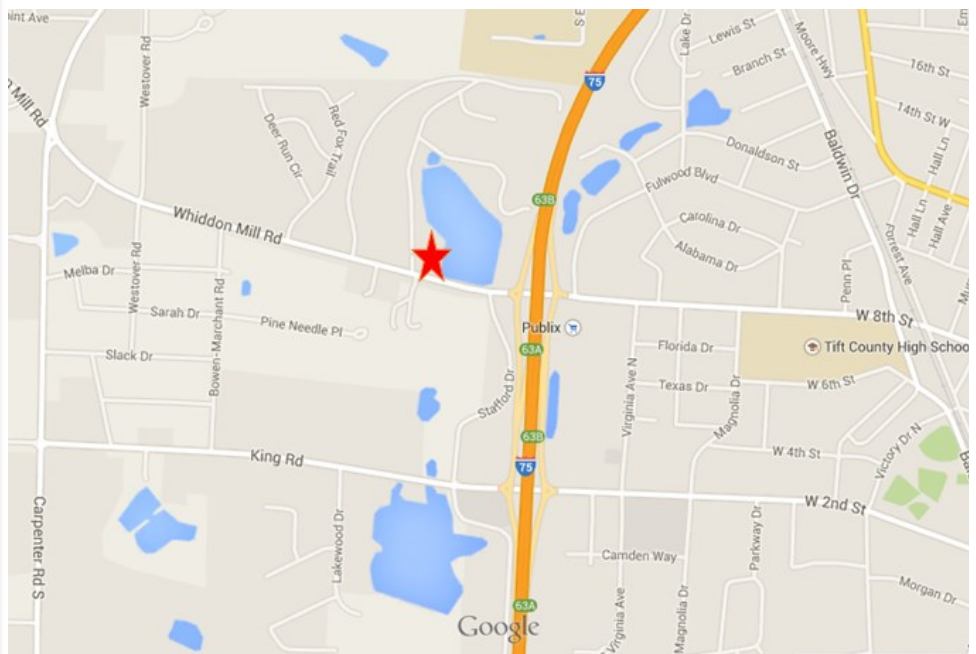
Exit 63B, turn left off ramp and 1st building on right.

- **Traveling Interstate 75-South**

Exit 63B, turn right off ramp and 1st building on right.



Trip Tip: Remind all bus drivers and adults driving separately, they must stop at the Country Store before continuing on to the main parking area.



Sample Forms

The following pages include these forms.

- Media Release: **IMPORTANT!** Please provide completed copies during your field trip's orientation. English and Spanish copies included.
- Adult Group Leader Letter
- Parent Permission Form
- Parent Reminder Letter





Media Release Form

I certify that I am the parent or legal guardian of _____. I give permission for my child to be videoed, filmed, and photographed while visiting the Georgia Museum of Agriculture & Historic Village for the purposes of developing promotional materials for the Museum. I understand that neither I nor my child will receive compensation for the use of any media taken.

I hereby grant full permission to the Abraham Baldwin Agricultural College, a division of the Board of Regents of the University System of Georgia, to use, reproduce, publish, distribute, and exhibit my child's name, likeness, and voice in connection with these materials.

I hereby release and forever discharge the Abraham Baldwin Agricultural College, the Board of Regents of the University System of Georgia, their members individually, and their officers, agents and employees, from any and all claims, demands, rights, in my capacity as legal representative of my child, caused by or arising from the production or use of these materials.

I understand that the acceptance of this consent and release form by the Board and Regents of the University System of Georgia shall not constitute a waiver in whole or in part sovereign immunity by said Board, its members, officers, agents, and employees.

Child's Name: _____

Signature: _____

Date: _____

Printed Name: _____

Relationship: _____

School: _____



Georgia Museum of Agriculture
& Historic Village



Formulario de Autorización de Medios de Comunicación

Yo certifico que soy el padre o tutor legal de _____. Yo doy permiso para que mi hijo(a) sea grabado(a), filmado(a) y fotografiado(a) mientras visita el Museo de Agricultura y Pueblo Histórico de Georgia con el propósito de desarrollar materiales promocionales para el museo. Me queda claro que ni yo ni mi hijo(a) recibiremos compensación por el uso de cualquier medio de comunicación utilizado.

Por medio de la presente, le otorgo permiso total al Colegio Agrícola Abraham Baldwin, una división de la Junta de Dirigentes del Sistema Universitario de Georgia, para usar, reproducir, publicar, distribuir y exhibir el nombre y la voz de mi hijo(a) o cualquier semejanza en relación con estos materiales.

Por la presente, en mi capacidad legal como representante de mi hijo(a), absuelvo y exonero por siempre al Colegio Agrícola Abraham Baldwin, la Junta de Dirigentes del Sistema Universitario de Georgia, sus miembros individualmente, sus oficiales, agentes y empleados de todas y cada una de las demandas o derechos originados o causados por la producción o uso de estos materiales.

Entiendo que la aceptación de esta forma de consentimiento y absolución hacia la Junta de Dirigentes del Sistema Universitario de Georgia, no constituirá una renuncia total o parcial de inmunidad soberana por dicha Junta, sus miembros, oficiales, agentes y empleados.

Nombre del niño(a): _____

Firma del Padre/Tutor Legal: _____

Nombre del Padre/Tutor: _____

Relación: _____ Fecha: _____

Escuela: _____



Teacher/Adult Group Leader Letter

Dear Teachers and Group Leaders,

We are excited for you to join us for an interactive, adventurous journey into agriculture and natural resources. As group leader, you will be responsible for the students within your teaching group. Please review the following information to ensure a fun, safe adventure for everyone.

- Follow the provided itinerary. This allows for every group to have enough time for the activities at each station. Changing the schedule will only confuse other visiting groups as well as Museum staff.
- Free time is available. If your school allows, feel free to visit the Drug Store at this scheduled time. The Drug Store accepts debit/credit card with a \$5.00 minimum purchase. An adult must remain in the Drug Store to assist students with their purchases.
- Students must stay with you at all times. Please do not allow your students to wander by themselves (especially during free time). You are responsible for their behavior while at the Museum.
- Please watch the time and do not deviate from your schedule! If you are running late, there will not be a chance to make up that time at that station.
- All programming is outside, so please plan accordingly. Students are permitted to bring water bottles, umbrellas, or jackets if necessary. If it rains, the show will go on as usual! If it's hot, please make sure your students stay hydrated!
- Be aware of fire ants and other safety considerations during your visit. Students should not pet/touch any animals unless instructed to do so by Museum staff.
- The Museum is a tobacco free campus, including vapor cigarettes.
- Cell phones are to be used for emergencies or pictures only. Remember, the more active you are in the group the more fun your students will have!

We look forward to your visit,

GMA Staff



Example Parent Permission Form

On _____, our class will be visiting the Georgia Museum of Agriculture to
(date)
partake in Destination Ag, an agriculture and natural resource program.

Destination Ag is a gift funded program, so your child will be attending at no cost to you or the school. This is an outdoor program so your child will need to wear appropriate clothing for the weather, including closed-toe shoes. During the late spring months, temperatures can be high. Water bottles are allowed during the field trip, but please label the bottle with your child's name.

The school will be providing a sack lunch. Please check below if your student will be eating a school sack lunch or bringing his/her own.

Please complete the permission form below and return it to the school no later than

_____.
(date)



Georgia Museum of Agriculture: Destination Ag Field Trip

Child's Name: _____

_____ Can attend

_____ Can not attend

If attending, he/she will be:

_____ Eating school sack lunch

_____ Bringing own sack lunch

Signature: _____

Date: _____



Example Parent Reminder Letter

On _____, our class will visit the Georgia Museum of Agriculture
(date)

to partake in Destination Ag, an agriculture and natural resource program.

Please remember the following:

- arrive to school at _____ so we may leave on schedule,
- ensure your child wears comfortable closed-toe shoes (no sandals or flip-flops),
- prepare accordingly for weather (jacket, poncho, umbrella, water bottle, etc.)

Don't forget to discuss with your child what he/she experienced during this trip.
Allow them to share their adventure with you!

