



Teacher Information Package 2019-20

Application Preamble

Philosophy: Beyond Classrooms Kingston empowers children to be culturally aware lifelong learners and active citizens. The program facilitates moving teachers and their students into community spaces for a week, where authentic environments serve as a catalyst for teacher-led, student-driven, inquiry-based learning. While in the community space, students slow down their learning, look closely, and reflect through journal writing and sketching.

Site information: There are a number of weeks available for different grade ranges at our partner sites. See page 3 of the *Teacher Information Package* for specific dates and more information about each site.

Cost: \$750 is to be paid by the classroom (not including busing.) Transportation is booked and paid for by the teacher/school. Any extra activities fees such as swimming or off-site tours are to be paid for by the teacher/school/students.

Application Process: The teacher and students are the driving force of a Beyond Classrooms experience. A successful application will demonstrate that the teacher is curious, creative, and familiar with the Beyond Classrooms Kingston/Open Minds philosophy and inquiry learning. The teacher application becomes a working document that will assist the teacher and the Coordinator throughout the planning process for the program week. Applicants should show they are willing to put in the necessary planning and effort to create a successful week of learning for their students. Teachers must seek and receive Principal approval before applying.

After acceptance: Successful applicants will be notified by June 10th. The Coordinator must be notified of any changes to the application once accepted. Continued acceptance is dependent upon approval of those changes. Contact the Coordinator for an updated Cancellation Policy.

How to apply: Read through the Teacher Information Package. Complete and save the *Teacher Application* PDF. Saving the file regularly is recommended. Email completed PDF to coordinator@beyondclassrooms.ca. You will receive an email confirmation that your application has been received within 3 business days. If you do NOT receive email confirmation, or you have any difficulties filling out the application, please contact the Coordinator by email at coordinator@beyondclassrooms.ca or phone 613-484-1874.

Important dates:

- May 31, 2019: Application deadline. Teacher will be notified of acceptance by June 10th.
- June 17, 2019: Acceptance notification deadline. The first payment of \$185 is due with acceptance. The balance of \$565 is due 6 weeks before the start of your program week.
- June 20, 2019, 5-6:30pm: **Mandatory** Information Session (at 203A, 837 Princess Street, Kingston)
- Late August: BCK will host a **mandatory** Teacher In-service for teachers (date to be confirmed)

Contact information: Contact the BCK Program Coordinator at coordinator@beyondclassrooms.ca or 613-484-1874 should you have any questions about the application or Beyond Classrooms Kingston.



Teacher Information Package 2019-20

Beyond Classrooms Kingston facilitates moving teachers and their students into community spaces, where authentic environments serve as a catalyst for teacher-led, student-driven, inquiry-based learning.



A Beyond Classrooms Kingston teacher creates a week of inquiry learning that immerses students within the environment of a museum, art gallery or community site where they interact in-depth with the site. Journaling occurs throughout the day to focus students in their learning and discovery.



Classroom teachers design a week-long program that reflects their long-term teaching goals. The Beyond Classrooms Kingston Coordinator assists in finding community experts who can provide the students with in-depth topic knowledge and a clearer idea of the role they play within the world around them. This deepens student learning, and helps foster attitudes and understandings of cultural awareness, civic pride, community responsibility, and stewardship.



A week at Beyond Classrooms Kingston uses student inquiry to guide the week. Beyond Classrooms Kingston is based on the Open Minds learning initiative founded by Dr. Gillian Kydd.





Teacher Information Package 2019-20

"The learning that took place during our Beyond Classrooms week was so rich and rewarding for my students and myself. I was able to see the skills and talents of my students in a much different light. I would recommend this program for all classes." - Andrea Fraser, Grade 3-4 Teacher, Mother Teresa CS, ALCDSB

SITES:

Site	Grade level	Possible week	Visit website for more information
Kingston City Hall	Grade 5 to 8	October	https://www.cityofkingston.ca/city-hall
Military Communications and Electronics Museum <i>(APP week also available)</i>	Grades 3 to 8	November	http://www.c-and-e-museum.org/
Museum of Health Care	Grades 3 to 8	November	http://www.museumofhealthcare.ca/
Miller Museum of Geology	Grades 3 to 8	December or May	http://geol.queensu.ca/museum/
Frontenac County Schools Museum	Grades 3 to 8	December	http://www.fcsmuseum.com/

"(Beyond Classrooms) puts the child in the driver's seat and allows them to make many choices regarding their learning. It provides these students with a totally new environment, one that invokes inquiry, sharing and an enthusiasm for things learned." – Simon Pottery, Grade 5 Teacher, Molly Brant ES, LDSB

Alternative Participation Program Option (APP)

For experienced BCK teachers (minimum of two BCK programming weeks), the option of a week solely host site supported is also available, at specific locations. Alternate Participation Program (APP) weeks follow BCK programming guidelines, but without the direct support of BCK's Program Coordinator. The teacher is free to work directly with host site staff in setting up their APP week; pre-planning advice, content expert coordination, in-class student workshops, and on-site support, are all provided by the host site's staff. Teacher application and placement, professional development support and orientation are provided by BCK. The APP option will appeal to those teachers who are seeking an opportunity to work directly with the host site staff, in crafting a truly teacher-led experience.

If you are interested in being considered for one of the APP weeks offered in 2019-20, please check the APP box on the application form, indicating which site you would prefer to attend. (Note: APP weeks are only offered at Military Communications & Electronics Museum at this time).



Teacher Information Package 2019-20

Meetings and In-services:

- ***Information Session (June 20th, 2019)***

This session will familiarize you with Beyond Classrooms Kingston philosophy and history. Alumni teachers will share their BCK experience and provide planning ideas and advice. The BCK Coordinator will provide you with information for planning your program week.

- ***Teacher In-Service (late August, 2019)***

This half-day in-service will introduce you to learning through observation, and provide you with writing and drawing techniques that will help you to develop successful journaling skills with your class. A variety of exercises to develop students' object-based learning skills and creative expression will be explored.

- ***Planning Meetings (summer, September, and 6 weeks prior to program week)***

Planning meetings will help you prepare for the week. Additional planning will take place through regular correspondence via phone and email as required.

- *Summer:* The Coordinator is available in June/July to visit the site with you if you would like to start some early planning.

- *September:* The BCK Coordinator will visit you at your school to review your long-term plan, Big Idea/Theme and inquiry development, and other ideas related to planning your week.

During this time, we want to hear about the activities or projects you have been working on with the students, and progress with your class's journals. We will also discuss requests for guest speakers and the Coordinator will help schedule these into your week before the next meeting.

- *6 weeks prior to program week:* You will meet the BCK Coordinator and host site staff at the host site to finalize your schedule for your week. We will confirm activities, journaling times and your expert visitors and activities. While the week schedule is planned in full, be prepared for variations due to weather and time, as well as space and content speaker availability.

- ***Classroom visits: (early September and the Friday before your program week)***

- **Journal workshop:** In September the BCK Coordinator will visit your class to deliver a journaling workshop which will provide them with. Each student must have a journal prior to this workshop.
 - **Orientation visit:** The Friday before the program week the BCK Coordinator will visit the class to discuss expectations, answer questions about the week, and give a brief presentation.

"I will not be surprised to hear 20 years from now that a few of the students have decided to be a curator or archivist because of this experience." - Mary Beth Duchene, Grade 3 teacher, Southview PS, LDSB.

Program Feedback and Follow-up:

Once your week is over, we will send you a program evaluation to help us improve our program. We also appreciate examples of student, teacher and parent work that we can use in displays, to show other teachers, and promote this amazing program.

We have found that students are inspired from their program week and want to share their learning with others. Some classes have created videos of their week, some have created art exhibits and open houses for their school or the community, some have developed exhibits that are on display in museums, others have created their own inquiry projects. It is clear the learning does not stop when the week finishes, and by sharing all they have learned, students have found a way to continue celebrating their learning.

Big Idea or Inquiry Question Development and Planning Your Week:



Your week at a museum or community space begins with a question or a theme. This is what drives your week and it is connected to your classroom learning expectations, Ontario Ministry expectations, and student and teacher interests. Beyond Classrooms Kingston can provide teachers with assistance in developing the Big Idea or Inquiry Question and their week.



Your week is created and developed **by you**. It is not a fieldtrip week where activities are chosen from a "menu" or led by the site staff. You, the teacher, drives the week to focus on topics and knowledge that best fit into your curriculum and your students' needs.



You are supported by the Beyond Classrooms Kingston Coordinator who can assist in planning your week. The Coordinator can also offer support during your week at the site. Your class will also receive a workshop in journal writing and object-based learning to help prepare for your visit.

Frequently Asked Questions:

Who leads the week?

The **teacher** leads the week. The Site becomes an extension of the classroom. The teacher is in the driver's seat and creates curriculum links between the site and student inquiry. As in the classroom, the teacher leads discussion and delivers programming. The BCK Coordinator may assist the teacher in planning and will contact visiting experts to help answer student inquiry questions. Classroom management and classroom atmosphere is created by each individual teacher.

Teachers are responsible for class supervision, safety, and discipline at the BCK site. It is important to be flexible as plans change according to weather, student interest and discussions that arise. Each class at the host sites will have a unique week encompassing a different Big Idea, long-term study and curriculum goals. To make the most of the opportunity, teachers are encouraged to begin planning **well in advance**. Teachers can start by visiting the host site in spring or summer to get ideas about how the site might support curriculum links and classroom learning.



What should I bring?

Advanced planning of your trip is essential to avoid problems and ensure a successful field study. Planning allows the teacher/leader to adapt to situations and be flexible while keeping objectives in mind.

Teachers need to bring:

- School supplies
- Lesson materials not at the site
- Camera
- Student Permission Forms and Medical Information

School Supplies

School supplies are not included in the BCK program fee. Teachers should ensure all students come prepared for school, and bring all necessary materials for the week.

Journals

Each student, teacher and parent volunteer will require a journal. The journal will be used to record observations, journal writing, drawing, and keeping a living record of their experience. At school, research and activities should be included in this book. Teachers are responsible for supplying a journal for each student prior to the in-class journal workshop in September.

What should the students bring?

Student expectations

- Be dressed appropriately
- Bring a litterless lunch: a lunch with minimal wrapping and packaging
- Be prepared to be in small groups of 5 when needed
- Be prepared to listen to a BCK Coordinator, parent volunteer or site experts and teacher



Student list

(All items of value should be left at home.)

- pencils, pencil crayons, pencil sharpener and eraser
- lunch, snacks and a reusable water bottle
- appropriate clothing for both the site and outside activities

How many parent volunteers do I need to bring?

You are asked to recruit parents/volunteers to help support the program and to share in the week with the students. The supervision ratio recommended for this area is 1:5 (not including the teacher or BCK staff/volunteer) for grades 3 to 8. Please supply your parent volunteers with information about your objectives and the trip activities. Parents who can participate for more than one day will help enhance the students' comfort level and experience. Parent volunteers should be encouraged to journal during the week.



Parent Expectations

- Bring a lunch with minimal wrapping and packaging
- Be prepared to supervise small groups of 4 to 5 for activities
- Be prepared to be responsible for the management of your group



Teacher Information Package 2019-20

Should my class write thank you notes to experts and presenters?

We encourage and hope that all classes will write thank you notes to our funding sponsors (if applicable), experts, presenters or others who help to make their week a success. These letters are greatly appreciated and can be passed on to the BCK Coordinator, mailed directly, or given to the presenter at the time of presentation.

What about safety and emergency information?

Prevention is the key to avoiding any accidents. With the help of parent volunteers, teachers should be able to handle any situation before it becomes dangerous. Information regarding our safety and risk management plans are available.

What if there are health concerns and/or learning accommodations?

Teachers are responsible to notify us of any health concerns and/or learning accommodations that may be needed. During your week at a Beyond Classrooms Kingston site, teachers must have emergency numbers and Ontario Health Care numbers for each child. These do not need to be given to the Coordinator, however, they should be brought with you in case of an emergency.

How does Beyond Classrooms Kingston handle media?

BCK has a photo/media release to be signed by all participants, including the teacher and volunteers.

Questions or more information?

Please do not hesitate to contact Beyond Classrooms Kingston at coordinator@beyondclassrooms.ca if you require more information or have any questions.

We look forward to you joining us as a Beyond Classrooms Kingston teacher!

Learn more about Beyond Classrooms Kingston: www.beyondclassrooms.ca

To learn more about the Open Minds philosophy on which Beyond Classrooms Kingston is based:

www.youtube.com/watch?v=p2CIZ05RqjY

www.youtube.com/watch?v=FQQafSzbafl

<http://www.chevron.ca/community/openminds.asp>