

The Evergreen Learning and Innovation Centre

Field Program Teacher Handbook

Updated: August 2018

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Welcome to the **Evergreen Learning and Innovation Centre** Field Program!

Inside Education is excited to offer half-day forest field programs at the Evergreen Centre, an important historical area in Treaty 8 Territory and part of Métis Nation Region 6. The Alberta part of Treaty 8 encompasses the ancestral and traditional territory of 24 distinct Nations, including the the Woodland Cree, Dunne za (den-ney-za) Cree (also known as Beaver) and Denesuline (den-neh SOO-tleen-neh) (also known as Chipewyan chip-eh-WHY-an) First Nations, as well as many other Inuit and Métis peoples.

The Evergreen Centre is one of a network of Demonstration Forests around the province, each one important contributors to in cultural and scientific history. This demonstration forest focuses on innovative research, processes and practices from natural resource industries. Some of the research or new product development from the Centre has been incorporated into the province's Integrated Resource Management Plan guidelines as industry best practices. Using 14 acres of forested terrain within Evergreen Park just outside the city of Grande Prairie, the Evergreen Centre empowers stakeholders toward responsible resource development.

Our program takes students into this unique, historic research site to study, learn, and connect with this beautiful landscape!

What you need to know:

1. **We run rain, snow, or shine!** All of our programs immerse your students completely in the outdoors, with limited access to shelter. Make sure your students are prepared for the weather.
2. **We have booklets!** Most of our programs will provide booklets to guide student learning throughout the day, each one tailored to grade level. These booklets also include reflection questions for back in the classroom to help extend your lessons!
3. **We adapt and accommodate!** Our educators are well prepared to adapt a program for weather, adjust the day's timing due to bell schedules, and accomodate learning styles and individualized program plans.
4. **Our program are two hours!** We can have two classes on site for a morning session or an afternoon session. Schools with multiple classes can have up to 4 classes visit our site per day.

This program is offered through a partnership between **the Alberta Conservation Association, Encana, The Forest Resource Improvement Association of Alberta, Repsol, TD Friends of the Environment, Weyerhaeuser and Inside Education.**

1.0 Program

The half-day education programs offered at Evergreen focus on natural resource development in Alberta. During the field study, students will engage in hands on experiences to explore innovation and best practices that connect the classroom to the real world. We discuss the values of the forest, the ecological goods and services it provides, and how our landscape may change over the next few decades. At Evergreen, we offer five different field programs in September-October, and May-June each school year.

1.1 Programs Offered

Grade 4

Explore the living cycle of the forest by studying plants, how they grow and the role of decomposition. Students will consider the forest as a natural resource and discover how people connect with local forests. Activities include native plant identification with a basic dichotomous key; learning about different ways plants reproduce; and discovering decomposers.

Curriculum Connections: Plant Growth and Changes; Waste in Our World; Alberta: A Sense of the Land

Grade 6

Connect with the forest by examining the natural and human factors that shape the forest landscape. Students will identify our forest plant species, and use real forestry tools to explore careers.

Curriculum Connections: Trees and Forests; Evidence and Investigations

Grade 7 High Science

Uncover the interactions in our forest ecosystems by exploring its symbiotic relationships, succession system, and soils along with traditional and modern human uses of our plants and natural resources.

Curriculum Connections: Plants for Food and Fibre; Interactions and Ecosystems

NEW! Junior High Wildlife Program

This new program will utilize our on-site wildlife cameras to consider how species move and interact in the forest with an emphasis on species at risk and natural development.

Curriculum Connections: Environment & Outdoor Education; Interactions and Ecosystems

Senior High

Compare old growth and new growth forests through a comprehensive plot study and explore the opportunities and challenges of a multi-use forest area. Each student team evaluates their own plot to investigate the biotic and abiotic components of their forest section. *Curriculum Connections: CTS - Natural Resources - Forestry/Wildlife, Environment & Outdoor Education, Biology 20/30 Changes in living systems; Ecosystems and Population*

1.2 On-site Schedule

Our programs are typically offered between 9:30 am - 3:00 pm, but we are open to shifting our days in order to accommodate bell times and long distances.

Morning Schedule Option	Afternoon Schedule Option
9:30-9:45 Arrival & Welcome	12:30-12:45 Arrival & Welcome
9:45 – 11:30 Program	12:45 – 2:30 Program
11:40 Departure	2:40 Departure

2.0 Site Descriptions and Directions

2.1 Site Description

The Evergreen Learning and Innovation Centre (previously known as the *Evergreen Centre for Resource Excellence and Innovation*) is located 3 km south of Grande Prairie, as part of the Evergreen Park and the ENTREC Centre. Encompassing 14 acres of land, the varied elevation of wetland and alpine boreal forest sites on the area make it a great microcosm for the kind of forest found near many oil sands sites. With over 10 different categories of research occurring on-site, the Centre is a living laboratory for new technology and management practices in forestry, oil and gas development, pipeline and road construction, and reclamation.

★ Meeting Point

Inside Education Staff will meet you in Parking Lot D of Evergreen Park.

***If closed, you can open the yellow gate to allow the buses to enter. There is a lock on the gate but it is unlocked.**

2.2 Directions

The Evergreen Innovation and Learning Centre is not currently searchable on Google Maps, but Evergreen Park is. **See the Appendix for a printable map of where to meet.**

From Grand Prairie town centre:

1. Head south on Resources Road. Look for signs for Evergreen Park.
2. Turn east on Highway 668. There are two ways to access Evergreen Centre: through the main entrance of Evergreen Park, or via the instructions below.
3. Take your first right after the railroad tracks.
4. Take your first left along the gravel road.
5. Take your first left into parking lot D.

3.0 Program Planning & Procedures

3.1 Cost and Deposit

Through the generosity of the Alberta Conservation Association, Encana, The Forest Resource Improvement Association of Alberta, Repsol, TD Friends of the Environment, Weyerhaeuser, **these programs are offered at no cost!**

In addition, each school is eligible for a **transportation subsidy** to offset the cost of bussing. Please see *3.4 Transportation* for more details.

*In addition, each school will be eligible for a \$100/school/day **transportation subsidy** to offset the cost of bussing. Please see *4.4 Transportation* for more details.

3.2 Cancellations

Inside Education field programs run rain, snow or shine, with the exception of inclement weather resulting in hazardous conditions, or risks that threaten the safety of participants. Cancellation, rescheduling, or program modifications will be discussed between Inside Education and the school and efforts will be made to reschedule the program to another mutually agreeable date.

Our Site Coordinator will be in touch with you a few days before your field trip with last minute reminders and information about site conditions.

Field trips may be cancelled or rescheduled where possible with a minimum of **14 days notice**. Cancellations with less than 14 prior to the scheduled field trip date will be charged a **\$150 cancellation fee** which will be invoiced to the school and payable within one month of the cancellation date. This cancellation fee reflects partial cost recovery for staff, time, and resources that cannot be recuperated. Field programs cancelled due to hazardous conditions will not be charged a cancellation fee.

Our programs are often fully subscribed, and it can be difficult to find a spot for rescheduling. If we are ultimately unable to reschedule this season, your school will be given priority next year. Pending staff availability, we may be able to provide an in-school presentation to your class in lieu of a field program.

3.3 First Aid and Safety

Inside Education strives to provide the highest quality learning experience in a safe environment. The Des Crossley Demonstration Forest is not a provincial or national park, rather it is a multiple-use area meaning a variety of activities may be occurring on-site at any given time. As with any outdoor field trip, there are risks associated with weather, wildlife, and other unforeseen circumstances. Listed below are some of the *extraordinary or unusual hazards* that participants may encounter on site:

1. Blow-down of standing dead trees (snags)
2. Encounters with wildlife

Safety of all program participants is of **primary** concern to Inside Education. As such, the following risk management measures are in place:

- Inside Education staff have current standard first aid and carry first aid kits including a list of local emergency contact numbers
- Staff carry cell phones to ensure a link to EMS in the event of an emergency
- Inside Education staff perform daily risk assessment and site checks
- Inside Education staff use walkie-talkies to stay in communication with each other throughout the day
- A safety briefing is performed with teachers and adult volunteers upon arrival on site
- All program participants wear high-visibility vests
- Students are never to leave supervision of an adult, and must always travel in pairs or groups
- Trees with high susceptibility to blow-down are marked or are removed prior to field season
- Inside Education staff are trained in emergency procedures, and conduct annual emergency training drills; each field site has an emergency action plan
- Inside Education reserves the right to modify or cancel a program without notice if, for any reason, site conditions threaten the safety of participants

☆ ☆ ☆

In most instances, programs are modified or cut short because students are unprepared for the changing weather conditions. Please ensure they are prepared for rain and cold weather!

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3.4 Transportation

Bus Booking

Schools are required to book their own transportation. Please note: The bus is required to stay on site for the duration of the program. Evergreen is not considered a rural location but if there is an emergency or inclement weather requires an unexpected end to the program, Inside Education is unable to transport students to safety.

Busing Subsidy

Schools can apply for a \$100/school/day busing subsidy. Payment for the subsidy will be made by Inside Education upon receiving an invoice from the school or school district only, within 90 days of the program completion. Due to the nature of charitable program operations and reporting requirements, subsidies are NOT available after the deadline -- no exceptions.

You can claim your subsidy after your program date(s) by sending an invoice which includes your school name, field trip dates, and a copy of your busing receipt to our Finance Administrator Mitali Robb at mrobb@insideeducation.ca or mail to:

Inside Education
ATTN: Mitali Robb
11428 100 Ave. NW

Follow Vehicle

All schools are also encouraged to supply an extra follow vehicle (personal car) in case of emergency. This vehicle should stay on site for the duration of the program. Please ensure the owner of the vehicle is willing and able to transport a student to the hospital if necessary.

3.5 Field Study Groups & Student Checklist

Depending on the grade level, class size, and weather, we will be dividing the group into smaller groups or pairs. In order for our program to begin on time, we ask for you to have them delegated in advance so we can organize ourselves quickly at the start of the day.

We ask that each class (~25-30 students) be subdivided into **five or six** smaller field study groups (**5-6 students per group**). For elementary programs, assigning an adult to each group works best, although this is not required.

To prepare your students for the day, please review the attached **Student Checklist** and distribute prior to the field trip (**see Appendix**)

3.6 Adult Volunteers

Experience has shown that adult volunteers help our programs run more smoothly and efficiently. Inside Education would like to emphasize the importance of parent volunteers for safety and supervision. Please provide copies of the **Adult Volunteer Information Sheet** to all volunteers (**see Appendix**).

Elementary and Junior High Programs: We suggest **4-6 adult volunteers per class of 30**.

Senior High Programs: We suggest 2-3 adult volunteers per class of 30.

4.0 Program Resources & Contacts

In addition to field studies, Inside Education offers a variety of classroom resources to extend your learning. Below are a choice selection of what we have to offer, but please visit <http://www.insideeducation.ca/learning-resources/> to see everything we have to offer!

We also offer all-expenses paid teacher professional development on a variety of topics throughout the school year. Visit our website to see our upcoming programs and to apply!
See <http://www.insideeducation.ca/teacher-professional-development/>

4.1 It's Our Forest Video Series

This video series is designed to initiate discussion with your students on Alberta's forest-related issues. This resource examines forest ecology, the human values of the forest, land-use planning and the people and products of the forestry industry. The accompanying teacher's guide offers interactive

activities to get your class engaged in critical thinking, considerate action and reflective practice needed to help them understand the value of the forest from multiple perspectives. *Offered in french!*

4.2 Tools of the Trade Forest Education Kit

This kit contains 20 forest tools and 1-page quick reference sheet explaining what it is, who uses it, why the tool is important in the forest industry and an activity to put the tool to use. Suitable for any unit that explores forestry, careers and technology this resource kit was developed to support teachers in bringing forest careers to life in the classroom. Take the kit outside and discover the hands-on, outdoor work that is part of everyday life in the forest industry! Schools can request to borrow the kit for a maximum of 2 weeks at no-cost (including shipping)

4.3 Guide to the Common Native Trees & Shrubs of Alberta

Access the same guide our educators use in our field programs! Offered both in online format or a printed, waterproof hard copy, the guide contains 30 pages featuring the most common native plants with colour photographs, common and scientific names and key facts about each species. Easy identification is ensured with the dichotomous key and glossary. Hard copies are available for only \$6.25 (that includes shipping!)

If you have any questions, or would like to find out more about Inside Education, teacher professional development opportunities, or print resources, please contact:

Chelsea Brooks – Evergreen Centre Field Coordinator
Email: cbrooks@insideeducation.ca

Please see the following pages for the Teacher Checklist, Student Checklist, Adult Volunteer Information Sheet, and a printable map!



TD Friends of the
Environment
Foundation



5.0 Appendix

Teacher Checklist

By reading through this planning guide and completing the checklist below, you and your students will be prepared to have an exciting and educational day on site!

Administration:

- Complete online booking confirmation form** - *an educator will send you the link*
- Inform school administration and complete internal forms
- Arrange Emergency Contact Number (cell phone)
- List of student emergency contacts and phone numbers
- Review student medical conditions and ensure students bring necessary medications
- Provide insight to Inside Education staff to help ensure your all your students have a successful day (mobility concerns, individual program plans, etc.)

Transportation:

- Book busing, confirm arrival and departure times (bus must stay on-site for day)
- Provide bus driver with a copy of map & directions (see Appendix)
- Obtain telephone number of bus driver in case of emergency
- Arrange follow vehicle to stay on-site for the day

Parent and Volunteer Information:

- Arrange for volunteers (**1 adult for 5-6 students**); ensure they each have a map & directions to the site
- Distribute volunteer information sheet (**see Appendix**)
- Assign volunteers to field study groups

Student Information and Activities

- Distribute and review **student checklist (see Appendix)**
- Review field trip expectations with your students

WHAT TO BRING ON THE DAY OF THE PROGRAM:

1. Map to the site
2. Class list and list of adult volunteers
3. Emergency cell phone
4. Extra pencils and sharpener
5. Student medical forms and necessary medication
6. Inside Education contact information: 403-263-7720

After the Program

- Provide invoice to Inside Education to access busing subsidy
- Complete post-field program survey (and get your school's name in the hat to win a guaranteed spot next field season!)
- Congratulation yourself on a field trip well done!

Student Checklist

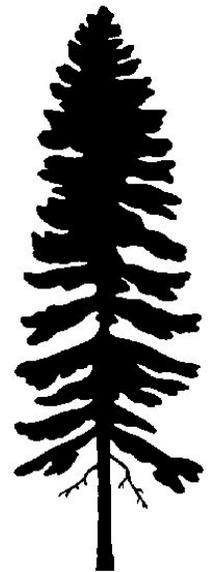
Our class is visiting Evergreen on:

(Date)

This field study program is completely outdoors, with no access to heated shelter. Inside Education run our programs rain, snow, or shine, and we will often leave the trails and walk through the forested areas or on the open boardwalks. The forest can be wet and chilly, even when it is 20°C. Please check the weather forecast and come prepared for anything!

What I should bring with me:

- Pencil**
- Small backpack or daypack (*feel free to leave heavy books and binders at school!*)
- Hearty lunch and snack
- Full water bottle** (*there is no access to running water on site*)
- Ana-kits, inhalers or other medications (*as required*)
- Sturdy footwear (*no light fabric shoes or sandals*)
- Extra** socks
- Sweater / Jacket** (*it is shady in the forest and often quite cool*)



Cool/Cold Days

- Rain Gear (*waterproof jacket / pants, or a garbage bag works just fine*)
- Extra** sweater / jacket
- Toque / Mitts (*never a bad idea – small and easy to pack*)
- Rubber boots or waterproof insulated snow boots

Warm/Hot Days

- Hat
- Sunscreen
- Insect repellent
- Extra water



The Evergreen Learning and Innovation Centre Field Program

Adult Volunteer Information Sheet

Thanks so much for volunteering for this field trip! Inside Education staff appreciate your help in ensuring a successful field trip to the Evergreen Centre. In fact, we could not do this without you!

This field study program is completely outdoors, with no access to heated shelter. We run our programs rain, snow, or shine, and we will often leave the trails and walk through the forested areas or open cutblocks. The forest can be wet and chilly, even when it is 20°C. The weather at E.S Huestis Demonstration Forest changes quickly. Please check the weather forecast and come prepared for anything!

What to Bring:

- Weather appropriate clothing and study footwear
- Water bottle (there is no running water on site)
- Ana-kits, inhalers, or other medication as required
- A backpack
- A hearty snack

Example program outline:

Morning Schedule Option	Afternoon Schedule Option
9:30-9:45 Arrival & Welcome	12:30-12:45 Arrival & Welcome
9:45 – 11:30 Program	12:45 – 2:30 Program
11:40 Departure	2:40 Departure

An experienced educator leads the program; however, we value your help in directing and focusing the students’ attention through the various activities.

Tips to keep in mind:

- ▶ **Interact with all of the students in your group.** Ensure that all students have an opportunity to participate in activities.
- ▶ **You are a role model: lead by example during the program.** Demonstrate care for the natural environment by picking up garbage and staying on trails.
- ▶ **Be involved.** Listen to directions, ask questions, and please take part in activities!
- ▶ **Don’t do the work for the students.** Let students think through a problem on their own before giving them hints or tips.



The Evergreen Learning and Innovation Centre Field Program Map & Directions

The Evergreen Learning and Innovation Centre does not show up in a Google map search, although it is on the Evergreen Park grounds, which is searchable. There are two ways to access Evergreen Centre: through the main entrance of Evergreen Park, or via the instructions below, which reduce traffic through the main parking lots of the ENTREC Centre, as per their request.

Inside Education Staff will meet you in Parking Lot D of Evergreen Park.

***If closed, you can open the yellow gate to allow the buses to enter. There is a lock on the gate but it is unlocked.**

From Grand Prairie town centre

6. Head south on Resources Road. Look for signs for Evergreen Park.
7. Turn east on Highway 668.
8. Take your first right after the railroad tracks.
9. Take your first left along the gravel road.
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