

Table of Contents

Learning Partners (Fine Arts) Field Trip Proposal	1
V&PA Transportation Tracker Instructions	11

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT
MARYLIN MILLER AT MARYMILLER@DALLASISD.ORG

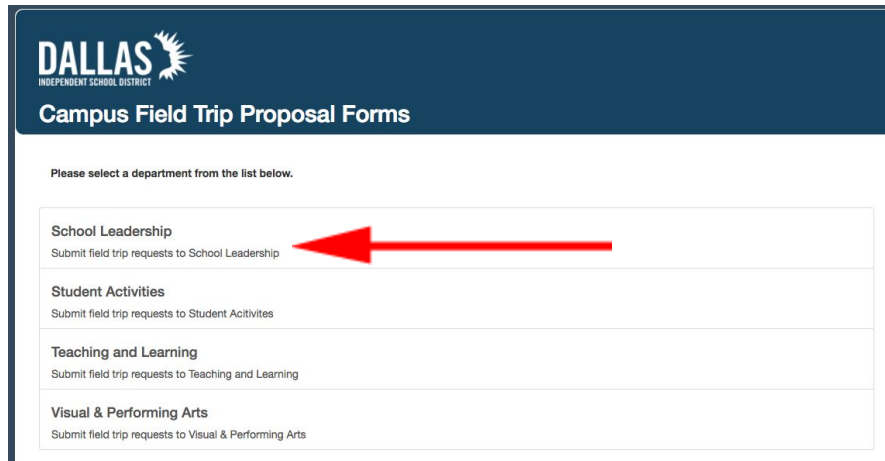


Visual and
Performing Arts

Learning Partners (Fine Arts) Field Trip Proposal

<http://fieldtrips.dallasisd.org>

1. **Requires DISDWIFI.** This is your start page. Click on *School Leadership*.




DALLAS
INDEPENDENT SCHOOL DISTRICT

Campus Field Trip Proposal Forms

Please select a department from the list below.

School Leadership Submit field trip requests to School Leadership
Student Activities Submit field trip requests to Student Activities
Teaching and Learning Submit field trip requests to Teaching and Learning
Visual & Performing Arts Submit field trip requests to Visual & Performing Arts

2. **Section 1:** In the first section of the form, enter all required data (marked with a red asterisk)
 - a. Employee ID: Enter your employee ID#
 - b. School: Select your school
 - c. Type of Field Trip: Select “in-county” or “out-of-county” based on the destination.
 - d. Pre-Approved Destination: If the Learning Partners field trip location is included in the “Pre-Approved Destination” list, select it. If not, simply leave this blank.
 - e. Transportation: Select Other and enter “to be scheduled by V&PA”
 - f. Special Needs Request: Include any pertinent information such as the need for a handicapped bus.



School Leadership Campus Field Trip Proposal

Please note: Insurance has already been purchased by Risk Management; campuses no longer purchase insurance for field trips.

Your Employee ID * School *

Type of Field Trip * Pre-Approved Destination
Value is required.

Department *

Transportation *
 Charter Bus Dallas County Schools
 Airplane Walking
 Magnet Bus Other **E: To be scheduled by V&PA**

Special Needs Request (handicapped bus, etc.)

3. **Destination Information:** enter all required data (marked with a red asterisk)
 - a. Destination: Enter the name of your field trip destination (example: Fair Park Music Hall)
 - b. Departure Date: Select the departure date from the dropdown calendar
 - c. Return Date: Select the return date from the dropdown calendar
 - d. Physical Address: Enter the physical address of the location
 - e. City: Enter the city

- f. State: Enter the state (TX)
- g. Zip: Enter the zip code of the physical address
- h. Departure Time: Enter the time the bus(es) should depart the school (ex: 10:00AM)
- i. Return Time: Enter the time the bus(es) should return to the school (ex: 12:00PM)

Destination Information ▲

Destination * <div style="border: 1px solid #ccc; padding: 5px; background-color: #f8d7da; margin-bottom: 5px;">A</div> <p style="font-size: small; color: #dc3545;">Value is required.</p>	Departure Date * <div style="border: 1px solid #ccc; padding: 5px; background-color: #f8d7da; margin-bottom: 5px;">B</div> <p style="font-size: small; color: #dc3545;">Value is required.</p>	Return Date * <div style="border: 1px solid #ccc; padding: 5px; background-color: #f8d7da; margin-bottom: 5px;">C</div>			
Physical Address * <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">D</div>	City * <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">E</div>	State * <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">TX</div>	Zip * <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">G000</div>	Departure Time * (?) <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">H mm AM</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">AM</div>	Return Time * (?) <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">I h:mm AM</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">AM</div>

4. **Group Traveling:** enter all required data (marked with a red asterisk)
- a. Student Group: Enter the name of the student group traveling (ex: Mr. Linley’s 2nd Grade Class)
 - b. Traveler Information: Enter the number of students, number of faculty, number of non-staff members (volunteer chaperones) and which grade levels are attending the trip.
 - c. Genders Represented: Answer Yes or No
 - d. All Ethnicities Represented: Answer Yes or No

Group Traveling

Student Group (i.e. Student Council, Choir, etc.): * **A**

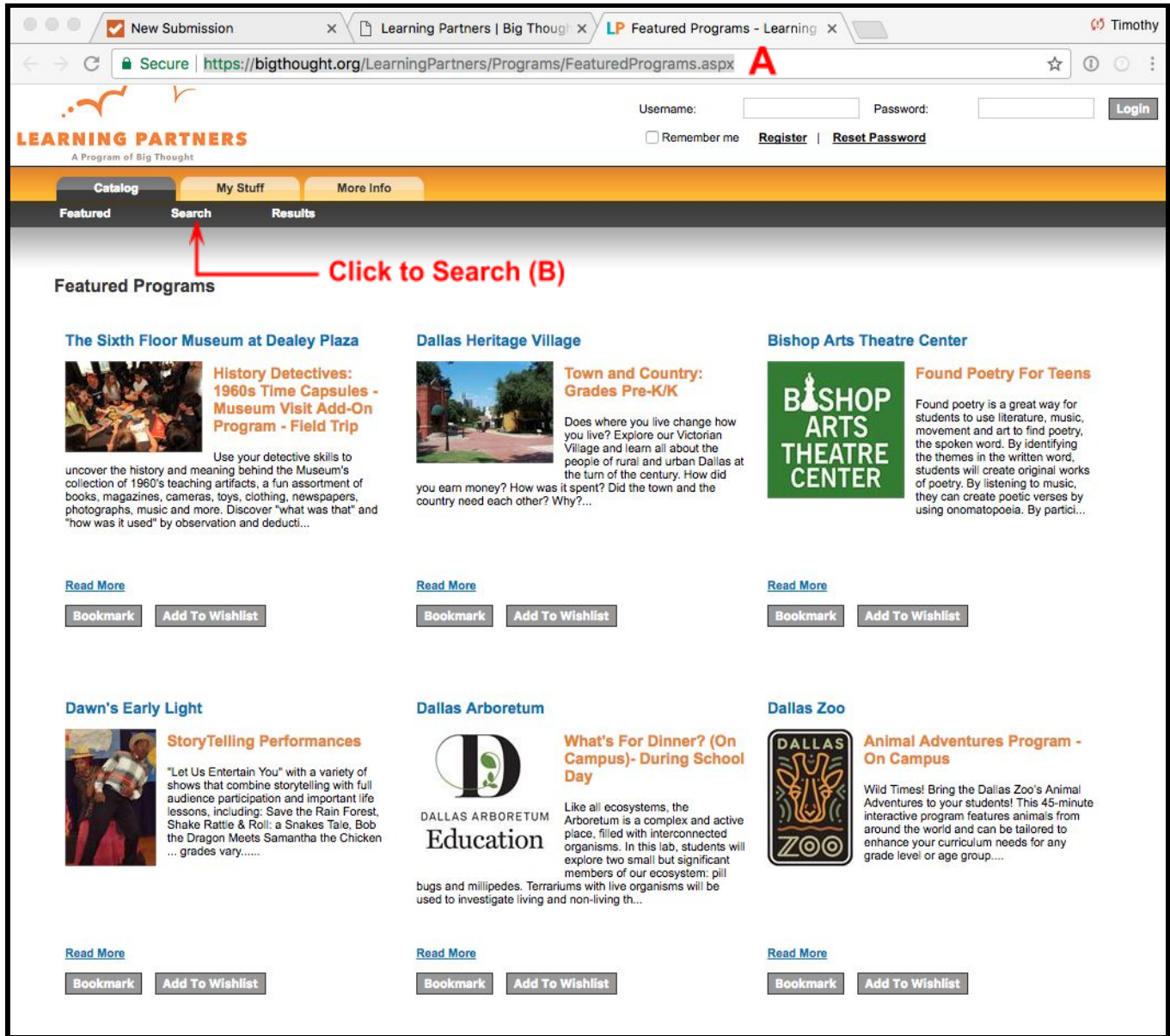
*** Student Chaperone ratio is 1:10 *** **B**

# of Students *	# of Faculty *	# of Non-staff *	Grades
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

All Genders Represented * **C** All Ethnicities Represented * **D**

Yes No Yes No

5. **Learning Expectation:** This information can be taken from the Learning Partners Catalog.
 - a. In a separate tab, visit <https://bigthought.org/LearningPartners/Programs/FeaturedPrograms.aspx>
 - b. Click on “Search” from the menu at the top of the page.
 - c. Search for the field trip your school is planning to take using “Keywords” and “Art Form” to help narrow down the search.
 - d. Click on the name of the experience.
 - e. On the activity information page that follows, scroll to the bottom of the page and click on “Display Standards”
 - f. Copy and paste the appropriate standards into the “Learning Expectations” box on the field trip form.

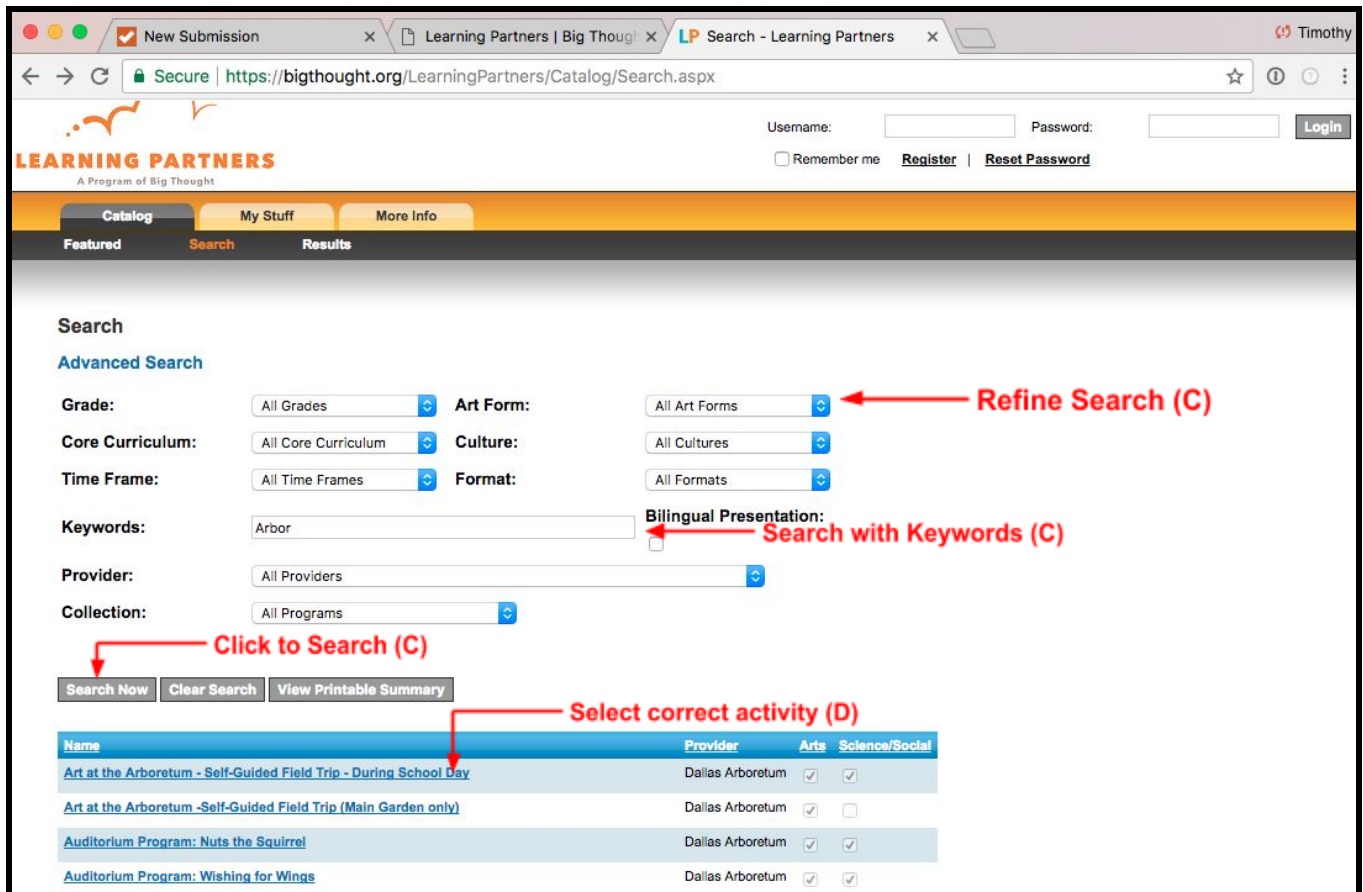


The screenshot shows a web browser window with the URL <https://bigthought.org/LearningPartners/Programs/FeaturedPrograms.aspx>. The page title is "LEARNING PARTNERS A Program of Big Thought". The navigation bar includes "Catalog", "My Stuff", and "More Info". Below the navigation bar, there are tabs for "Featured", "Search", and "Results". A red arrow points to the "Search" tab with the text "Click to Search (B)".

The main content area displays "Featured Programs" with six program cards:

- The Sixth Floor Museum at Dealey Plaza**: History Detectives: 1960s Time Capsules - Museum Visit Add-On Program - Field Trip. Description: Use your detective skills to uncover the history and meaning behind the Museum's collection of 1960's teaching artifacts, a fun assortment of books, magazines, cameras, toys, clothing, newspapers, photographs, music and more. Discover "what was that" and "how was it used" by observation and deduct...
- Dallas Heritage Village**: Town and Country: Grades Pre-K/K. Description: Does where you live change how you live? Explore our Victorian Village and learn all about the people of rural and urban Dallas at the turn of the century. How did you earn money? How was it spent? Did the town and the country need each other? Why?...
- Bishop Arts Theatre Center**: Found Poetry For Teens. Description: Found poetry is a great way for students to use literature, music, movement and art to find poetry, the spoken word. By identifying the themes in the written word, students will create original works of poetry. By listening to music, they can create poetic verses by using onomatopoeia. By partici...
- Dawn's Early Light**: StoryTelling Performances. Description: "Let Us Entertain You" with a variety of shows that combine storytelling with full audience participation and important life lessons, including: Save the Rain Forest, Shake Rattle & Roll: a Snakes Tale, Bob the Dragon Meets Samantha the Chicken ... grades vary.....
- Dallas Arboretum**: What's For Dinner? (On Campus)- During School Day. Description: Like all ecosystems, the Arboretum is a complex and active place, filled with interconnected organisms. In this lab, students will explore two small but significant members of our ecosystem: pill bugs and millipedes. Terrariums with live organisms will be used to investigate living and non-living th...
- Dallas Zoo**: Animal Adventures Program - On Campus. Description: Wild Times! Bring the Dallas Zoo's Animal Adventures to your students! This 45-minute interactive program features animals from around the world and can be tailored to enhance your curriculum needs for any grade level or age group....

Each program card includes a "Read More" link and "Bookmark" and "Add To Wishlist" buttons.



The screenshot shows the Learning Partners search page. The browser address bar displays <https://bigthought.org/LearningPartners/Catalog/Search.aspx>. The page header includes a navigation menu with 'Catalog', 'My Stuff', and 'More Info'. Below this is a search bar with 'Search' selected. The main content area is titled 'Search' and contains an 'Advanced Search' section with various filters: Grade, Core Curriculum, Time Frame, Keywords (with 'Arbor' entered), Provider, and Collection. There are also dropdown menus for Art Form, Culture, and Format. A 'Bilingual Presentation' checkbox is present. Below the filters are buttons for 'Search Now', 'Clear Search', and 'View Printable Summary'. A table of search results is displayed below, with columns for Name, Provider, Arts, and Science/Social. Red arrows point to specific elements: 'Refine Search (C)' points to the Art Form dropdown, 'Search with Keywords (C)' points to the Keywords input field, 'Click to Search (C)' points to the Search Now button, and 'Select correct activity (D)' points to the first search result.

Search

Advanced Search

Grade: All Grades | **Art Form:** All Art Forms

Core Curriculum: All Core Curriculum | **Culture:** All Cultures

Time Frame: All Time Frames | **Format:** All Formats

Keywords: Arbor | **Bilingual Presentation:**

Provider: All Providers

Collection: All Programs

Search Now | **Clear Search** | **View Printable Summary**

Name	Provider	Arts	Science/Social
Art at the Arboretum - Self-Guided Field Trip - During School Day	Dallas Arboretum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Art at the Arboretum - Self-Guided Field Trip (Main Garden only)	Dallas Arboretum	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Auditorium Program: Nuts the Squirrel!	Dallas Arboretum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Auditorium Program: Wishing for Wings	Dallas Arboretum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

• Learn plant parts and plant and animal interdependency.
• Book: All the World by Liz Garton Scanlon ISBN 1416985808

Details

Dates: Monday - Friday
Times: Open
Duration: Variable
School Fee: \$8 per student/ 1 free teacher per 8 students/ \$15 per additional adult / Includes entry to Children's Adventure Garden
Minimum Attendance: 15
Maximum Attendance: 800
Bilingual: No
Technical Needs:
Other Information: Garden Hours 9am-5pm

Curriculum Information

Lesson Plans

No lesson plans available to view

Standards

Select grade level(s) for standards to be displayed:
 Kindergarten 1st 2nd 3rd 4th 5th

Click to Display TEKS (E)

Policy: and approval code is due within 10 business days of booking your program. Your remaining balance is due two weeks before your scheduled visit date. A program is confirmed when you receive your contract by e-mail. Should inclement weather or unforeseen circumstances prevent the program from taking place as scheduled, the Arboretum will work with you to reschedule. Changing dates for a program can be made with sufficient advance notice and we will make every effort to reschedule your program to an alternate date. *No refunds will be given for absent students. All programs will begin promptly at the time scheduled. The Dallas Arboretum is not responsible for groups who arrive late. *Cancellation of the program after confirmation is subject to full payment.

After School Policy: After School Policy: An on site teacher or after school staff person must be present for the duration of the workshop. All student participants must adhere to the policies and procedures of the provider program as well as the rules and regulations of the school/ site itself. School/site must provide a clear, clean space or classroom for each session.

Learning Expectation

TEKS/Objectives Addressed *

Copy/Paste Appropriate TEKS Here (F)

6. **Trip Sponsor:** Enter the name and phone number for the teacher sponsor.
7. **Overnight Accommodations:** Skip this section
8. **Funding Source:**
 - a. Funding Source: Select "Learning Partners - Fine Arts"
 - b. Trip Total: Enter the total cost of the trip. You can calculate this using information from page 24 of the Learning Partners Education Guide.
 - c. Voucher #: Enter your Voucher Number (provided by Big Thought)
 - d. Transportation Approval Code: Enter your Transportation Approval Code (provided by Big Thought)

- e. Upload Voucher Copy: Upload a scanned copy of your Voucher
- f. Fundraisers: leave blank unless applicable
- g. Payment Plan: leave blank unless applicable

Funding Source

Funding Source*

Select this option (A)

Activity Fund

Learning Partners – Science and Social Studies

General Operating

Other

Learning Partners – Fine Arts

Grant

Magnet

Trip Total

\$ **B**

Voucher #*

Transportation Approval Code*

Upload Voucher Copy

Document Name*

Upload* **Click to upload scanned copy of voucher (E)**

	Type	Date
Fundraisers	<input type="text" value="F"/>	<input type="text"/>
Payment Plan	<input type="text" value="G"/>	\$ <input type="text"/> <input type="text"/>


[Add](#)

9. Final Steps:

- a. Enter details of your field trip itinerary.
- b. Attach files as requested by your principal (such as student roster, etc.)

c. Click Submit

Field Trip Itinerary

Date	Event	Time (?)
A 		hh:mm AM AM
Add		

Attach Files

Document Name

B

[Add](#)

Submitter Information

Campus Information

C

Once completed:

From here your request will be routed to the campus principal for approval. Once the principal has approved, Visual & Performing Arts will be notified, and Marylin Miller (MARYMILLER@dallasisd.org) will schedule your bus.

Once the bus request has been entered into Powerfleet, you will be able to track the request status using the Visual & Performing Arts Transportation Tracker. See below for more details.

