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WELCOME TO ASD COMMUNITY RESOURCES!

Utilizing people and facilities from the community to supplement classroom learning is not a new concept to teachers. Most teachers have invited people from the community into their classrooms and have taken their students into the community on field trips.

Securing a ready supply of qualified community resources is not a simple matter. To answer this need, the Anchorage School District, with cooperation and support from community representatives, designed and implemented the Community Resources Department. The purpose of this department is to provide instructional support whereby the classroom teacher can utilize community resource people and facilities efficiently and effectively on a continuing basis. To achieve this objective, the Community Resources staff recruits community resources for use by teachers to meet cultural, career and subject-related goals and operates a scheduling department through which teachers can tap these resources.

For information relating to requesting, scheduling and confirming or canceling events through Community Resources, please 📞 our office at 742-4146.



Resources

Community Resources staff schedules individuals and businesses, industry, government, labor and cultural organizations who are willing to contribute to students' education by providing three (3) major types of activities:

1. **Assemblies**—These involve activities for larger than classroom-sized groups for either cultural or subject-related experiences.
2. **Classroom Speakers**—People from the community who come into the classroom offer teachers an excellent vehicle for expanding the learning opportunities available to their students. The expertise, information and attitudes these people have gained through years of experience in the world of work can give new perspective to students in the areas of career selection and preparation, as well as new appreciation of the purpose for and relevance of academic skills in the community.
3. **Field Trips**—Visits by student groups to community facilities provide broad exposure to the physical environments of the cultural, business, industrial, governmental, labor, professional and residential sectors of the community as well as an opportunity to observe and explore the attitudes, activities and skills involved in a particular cultural or work activity. Field trips can be utilized to achieve a wide range of career awareness, exploration and preparation as well as cultural and subject-related instructional objectives.

HOW OFTEN CAN A COMMUNITY RESOURCE BE USED?

Teachers and students need to consider that the resource site or person has agreed, usually at no cost to the District, to provide the services described above. Since personnel time and other resources are donated, the Community Resources staff is able to confirm requests only at the convenience of the resource.

“Burnout” by a resource can occur from over use, and the Community Resources staff tries to prevent this from happening. Another factor contributing to resource “burnout” occurs when services are provided for which students have had little or no preparation. When a resource feels his or her time has been wasted by a class that has no interest in what is going on, it is difficult for the staff to schedule that resource again. Teachers should take great care to ensure that their students are aware



of the purpose of the resource activity and are prepared to ask relevant questions. A third factor contributing to resource “burnout” occurs when services are provided for inappropriate age/grade level students. Teachers should request events or activities that are appropriate for the age/grade level of their students.

Our community resources are valuable and should not be taken for granted!



REQUEST PROCEDURES


The Community Resources Request form is to be used when requesting field trips to a single location, or when two or more locations are to be integrated into a single field trip. This form is also used for requesting classroom speakers and assemblies.

1. The Community Resources Request form can be accessed online through the **internal** ASD website > District Connection. Go to “Other Resources” and “Forms & Publication Library.” Download the Request form, complete it and then get the signature / approval of your Principal or Principal’s designee. Submit the Request form via fax or school mail. Please do not fax the Request form **and** send it via school mail as this may result in double-scheduling.
 - If you want to visit more than one site on the same day, please list all sites on one form.
 - Field trip, classroom speaker and assembly requests should be submitted a minimum of ten (10) working days before the requested event date.
 - Please describe your needs with as much additional information as possible. When requesting dates and times, it is the teacher’s responsibility to provide “block out” information—math/reading block times, pull out times, or other times that will not work for the requested event.
 - Community Resources will automatically request the bus for you for field trips scheduled by Community Resources that are happening during the school day **AND** if you have checked the Bus box indicating who will pay for the bus. Please refer to section on Bus Scheduling.
 - If you need to cancel, notify us ASAP. 📞 There may be a fee for last-minute cancellations. All changes initiated by teachers resulting in a reschedule will require the submission of a new Request form.
 - If you have already scheduled a classroom speaker or field trip yourself, do not send a Request form to Community Resources. It is not necessary to notify Community Resources of prearranged field trips and classroom speakers. Community Resources does not have a need to know about an activity after the fact. There is no action required from Community Resources for prearranged events. If applicable, you will need to order your own bus online for prearranged field trips. Log into the District Connection and click on Field Trip Request link.
 - We cannot accept Requests by phone or e-mail; completed and signed Requests are only accepted and processed for the current school year. Community Resources staff is not available during the summer to process any Requests for the upcoming school year.
2. When the requested event is scheduled, a confirmation letter, evaluations and attachments, when applicable, will be sent via email to all participants. The confirmation letter is **always** sent as an attachment to the email. Please refer to section on Confirmation Letters.
3. For your field trip / classroom presentation: 🕒
 - Be prompt! The times stated in the confirmation letter reflect the actual time a field is scheduled to begin and end, or the actual time a speaker will be in the classroom.
 - Be prepared! Have equipment, chaperones and payment ready.
 - Stay with your students at all times in classrooms and on field trips. Adequate adult supervision to actively supervise students is necessary to ensure appropriate student behavior is maintained. Behavior management is the teacher’s responsibility.



BUS SCHEDULING


Do you need a bus for your field trip that will be scheduled by Community Resources? If so, check the Bus box on the Request form and indicate who will pay for bus transportation. Community Resources will automatically request the bus for you for field trips scheduled by Community Resources that are happening during the school day. ASD Student Transportation will email the bus confirmation to the Administrative Assistant at your school unless otherwise specified, to forward to the participating teachers. The bus confirmation will have bus arrival and departure times.

- Indicate who will pay for the bus you are requesting – school, PTA, student/team funds, grant, etc. All fees and costs associated with transportation are incurred by the requesting school unless otherwise specified. Community Resources does not pay for any busing.
- Indicate students requiring special access accommodations (wheel chair, hearing impaired or other special needs). 
- Indicate number of buses needed. Parent overflow will travel in private vehicles unless otherwise specified.
- Student Transportation sets the fees for busing and the number of students allowed per bus. If you have questions about these items, please call Student Transportation at 742-1200.

CONFIRMATION LETTER

Once an event is scheduled by Community Resources, a confirmation letter, evaluations and handouts related to the activity, when applicable, are sent via email to the Resource (the speaker, presenter or field trip site), the Principal, the Administrative Assistant / Secretary and each participating teacher. The confirmation letter is **always** an attachment to the email. Please note: The times stated in the confirmation letter have absolutely nothing to do with the bus, but instead is a means to let the Resource and the teacher know the actual time a tour is scheduled to begin and end, or the actual time a speaker will be in the classroom.

Please read the confirmation letter carefully and include in your lesson plans as this is the only confirmation / notification that you will receive. Note event, date and time since every effort is made to schedule the events as requested; however alternate dates and times may have been substituted. The confirmation letter may also contain additional information regarding chaperones, equipment needed, method of payment, or contacting the resource for additional instruction relating to the scheduled activity.

After reading the confirmation letter, if you realize the scheduled date and/or time are in conflict with another major event, please  our office immediately so changes can be made in an appropriate time frame. All changes initiated by teachers resulting in a reschedule will require the submission of a new Community Resources Request form. Some resources charge a fee for last-minute cancellations; other resources have a long wait list that cannot be accommodated with last-minute cancellations.

THE FOLLOWING ACTIVITIES MUST BE SCHEDULED THROUGH COMMUNITY RESOURCES

To minimize conflicts and overcrowding on any given day, the following activities **MUST** be scheduled through ASD Community Resources. These activities are scheduled in the order in which the Requests are received in Community Resources and must **NOT** be scheduled directly. In all fairness, it is important that all schools follow the rules relating to resource scheduling on a first-come, first-served basis that will benefit all.

Please note this is only a partial list of activities that **must** be scheduled through Community Resources. Resources listed below are activities that teachers most often try to schedule directly instead of coming through our office.

- Alaska Experience Theatre
- Alaska Heritage Museum at Wells Fargo
- Alaska Native Heritage Center
- Alaska Zoo **self-guided Safari** only
- Anchorage Museum/Imaginarium Discovery Center
- Bear & Raven Adventure Theater
- Bird Treatment & Learning Center
- Campbell Creek Science Center
- Dimond Center / Food Court
- Eagle River Nature Center
- Fifth Avenue Mall / Food Court
- H2Oasis
- Museums
- Oscar Anderson House
- Pioneer School House
- Post Offices
- Public Lands Information Center
- Swimming, roller skating, ice skating
- ALL Parks must be scheduled through the Community Resources office. Any class that does not schedule park visits through this office may be turned away if they do not have the appropriate Community Resources paperwork with them. This is especially true for classes wanting to participate in teacher-guided activities in Chugach State Parks where a use permit is required for entrance into the park. Chugach State Parks require a minimum of TWO WEEKS processing time for the use permits. Schools not following this guideline will not be issued a permit and will not be allowed into the Chugach State Parks.
- Any class using People Mover for ANY trip must schedule through Community Resources. Our department works closely with People Mover to ensure groups of up to 30, including the teacher, accompanying aides and parents, traveling via People Mover do not exceed 30 riders on any given route.



COMMUNITY RESOURCES DOES NOT SCHEDULE THE FOLLOWING FIELD TRIPS AND/OR CLASSROOM PRESENTATIONS

- Alaska Dance Theatre
 - Alaska Junior Theater
 - Alaska Theatre of Youth
 - Alaska Zoo (**Specialty Tours and Programs requiring Zoo staff**)
 - Anchorage Ballet
 - Anchorage Community Theatre
 - Anchorage Concert Association
 - Anchorage Opera
 - Anchorage Symphony
 - Asian Alaskan Cultural Festival of Arts Performance
 - Children’s Dance Theatre
 - Fort Richardson Challenge Course
 - Intensive Needs Fishing Opportunity, Great Alaska Sportsman Show
 - Movie Theaters
 - Out North Theatre
 - TBA Theatre (Training Better Artists)
 - UAA Theatre & Dance
 - UAA Theatre for Young People
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- Events (field trips, speakers, etc.) when school is **not** in session
 - Prearranged field trips & speakers (**no action required by Community Resources**)
 - Salmon Dissection in the classroom (**contact Alaska Department of Fish & Game**)
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- ASD STUDENT TRANSPORTATION
 - “Bus only” field trips
 - “Little Yellow” school bus safety
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- CAMPS
 - Birchwood Camp
 - Camp Carlquist
 - Victory Bible Camp
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- OVERNIGHT FIELD TRIPS
 - Alaska SeaLife Center (Seward)
 - Challenger Learning Center (Kenai)
 - Kenai Fjords
 - Train trip to Whittier



Sometimes teachers can schedule their own field trips and buses. Each school is responsible for scheduling the above field trip sites **only**. To schedule these events, schools should contact these venues directly. Teachers must assume the responsibility for arranging transportation (parent drivers or scheduling the bus online with ASD Student Transportation) for the above field trip sites **ONLY**. These are the only field trip sites when each school’s Administrative Assistant or other designee requests buses online. Log into the District Connection and click on [Field Trip Request](#) link. The requesting school incurs all fees and costs associated with transportation. If teachers plan to attend any of these events via People Mover, they **must** schedule People Mover through the Community Resources office.


TEACHER GUIDELINES FOR USING COMMUNITY RESOURCES



When using a resource from the community, it is important to remember:

1. Resources from the community VOLUNTEER their time and talent to assist you in providing learning experiences for your class. Their time with your class should be used wisely.
2. Many of the resources you will use throughout the school year do not have children in the school system. Consequently, it is possible that the only time the resource has contact with our schools is when he or she is with your class. Not only can the resource be a valuable educational tool for you, but also you and your class can promote good public relations for our schools.

Below is a checklist of items which, when followed, will contribute toward a better experience for your class and the resource.

1. Call the resource when instructed as soon as possible after receiving the confirmation letter.

2. Make sure your students are aware of the purpose of the presentation or field trip.
3. Have the class prepare thoughtful questions to ask.
4. Review rules of conduct and courtesy with your students when hosting a guest speaker or when visiting a field trip site.
5. Read the confirmation letter thoroughly and make sure all required equipment is available and in working order when the resource arrives.
6. Decide who will meet the resource at the office. Resource speakers are instructed to go directly to the main office when they arrive in a building.
7. Decide who will introduce the resource person to the class.
8. The teacher should be in the classroom during the entire presentation or tour to ensure appropriate student behavior is maintained. The resource person is not responsible for student behavior management.
9. After the presentation, thank the resource speaker or tour guide.
10. Complete the evaluation form that comes with confirmation letter and return it to Community Resources through inter-school mail.
11. Send a thank you letter to the resource.

