

French 3 Field Trip to The Cleveland Museum of Art: Auguste Rodin Exhibit

»	Task	Notes
1.	Professional SMART Goal: Cross Curricular Lesson	Completed on OTES: https://www.ohiotpes.com/Evaluations On 9/19/2017
2.	Obtain Field Trip Approval from Ron Williams	Completed on 9/20/2017
3.	The Cleveland Museum of Art Registration: http://www.clevelandart.org/learn/in-the-galleries/tours/school-tours Contact: Ebony Taylor 216.707.2665 216.707.2656	HOURS of Operation: Tuesdays, Thursdays & Saturdays, & Sundays 10:00 am – 5:00 PM Wednesdays & Fridays 10:00 am – 9:00 pm Completed Registration on 10/5/2017 Lunch pricing confirmed at the Provenance Café. Suggested pricing \$15-\$20.
4.	Bus Request Form: Galion City Schools Transportation Department https://busfinder.galionschools.org/infofinderle/login.aspx	Bus request form filled out electronically on 10/19. Confirmation Reference # is 00358
5.	Professional Day Request in KIOSK: https://kiosk.mcoecn.org/apex/f?p=185:LOGIN:15592915426426 Substitute Teacher Needed & Substitute Plans	Professional Day Request Form was filled out electronically on 10/19.
6.	IPDP – Professional Development Entry	<i>Talk to Angie DeGrey to confirm what kind of documentation is needed.</i>
7.	Lesson Plan and Activities: Upload to Canvas Art Module	<ul style="list-style-type: none"> • Unit Lesson Plans • PPT Presentations • Images of Sculptures • Miniature Sculpture of the Thinker • Written Assignment (Questions) • Art Vocabulary Resource • Descriptive Summative Assignment • List of YouTube Videos • List of Articles about Rodin • Kahoot Game • Information about The Age of Bronze & Post-Impressionism
8.	Parental Permission Forms & Student Medical Forms	PPFs distributed to students on 10/19. SMFs collected from the office on 10/30
9.	Group email to GHS Teachers about Students' Absences	<i>List all 16 students who are attending this field trip. Draft an email in advance.</i>

Name _____ Violeta Chinni, French Teacher _____ Date ___ October 5, 2017 _____

10.	Media Press Release Contact: Chris Stone, Communications Liaison 440.396.8475 (cell), stone.chris@galionschools.org	<i>Draft the release and share it with Chris. Distribute to local media sources & upload to school and class website and school social media sites. (Forward to R. Williams)</i>
11.	Yearbook Photos for French Page	<i>Take photos during the trip. Upload all to Herff Jones eDesign Libraries, tag them and write captions for selected photos.</i>
12.	Collect Permission Slips & Lunch Money	<i>To be accomplished prior departure on or before 11/10/2017. Scan to email to our main office for their records.</i>
13.	Bus Roster	<i>Create Student, Teacher/Chaperone Roster to be turned in to the Bus Driver.</i>
14.	Class Website & Blog Updates	<i>Update class website with photos from the trip and upload the news release to our class blog.</i>
15.	Assessment Reports	<i>Generate Canvas, Kahoot & Nearpod reports after the field trip is over and lessons & activities are completed.</i>
16.	SMART Goals & RESA Evidence Indicators	<i>Upload all evidence indicators to OTES by the end of November, 2017.</i>
17.	Thank You Note to the Tour Guide: Margie Moskovitz	<i>Complete by November 17, 2017</i>