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SCHOOL FOREST

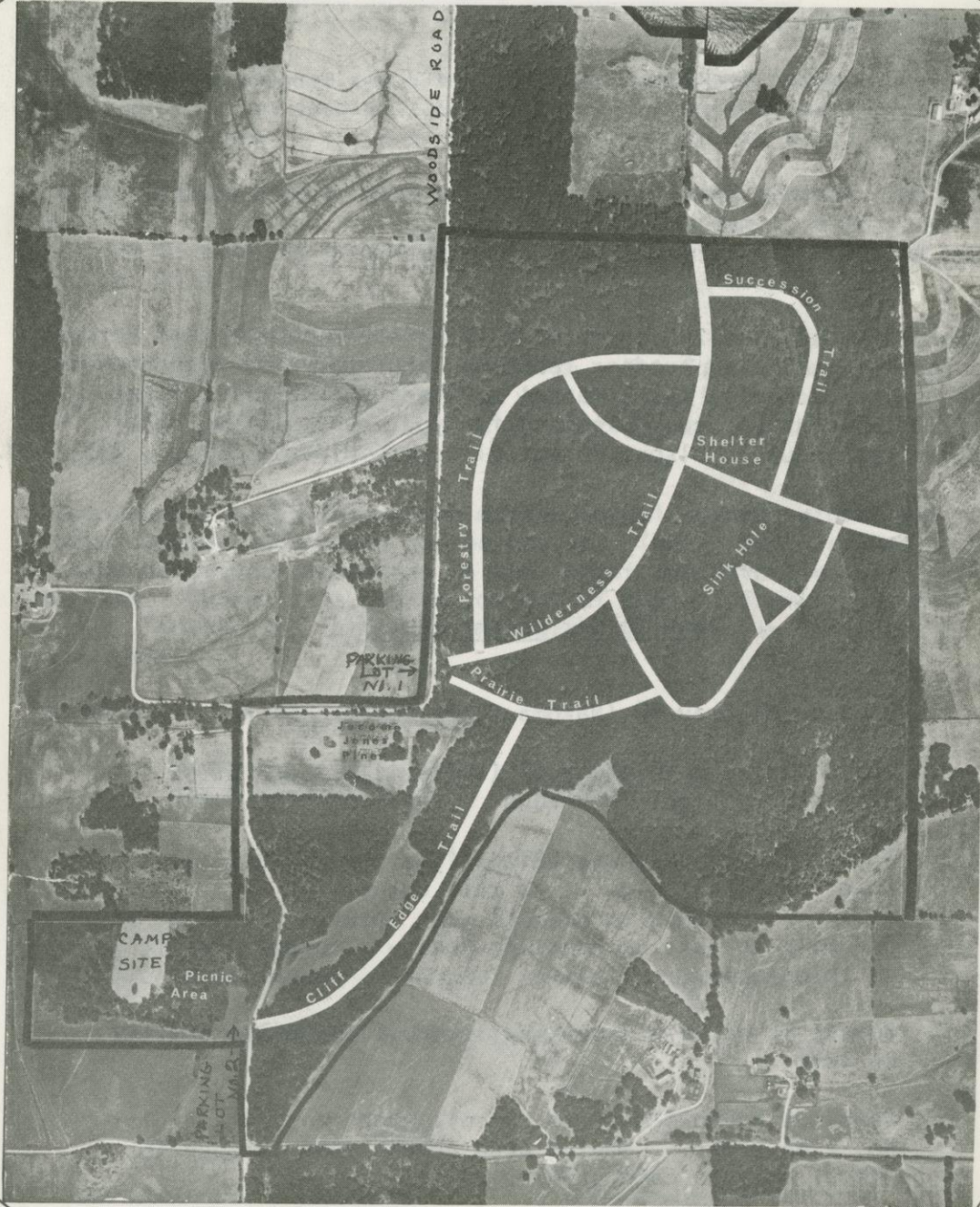
ACTIVITY MANUAL

TOURS

CAMPING

FIELD BOTANY

TEACHER INSTITUTE



PICNICS

WORK-LEARN
PROGRAM

AERIAL VIEW
of the
MADISON SCHOOL FOREST

FOREST ACTIVITY MANUAL

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The School Forest is a 290 acre tract lying south and west of Verona. Its purpose is to be an outdoor teaching laboratory for nature study in the Madison schools. This manual outlines the facilities and activities which have been developed for your use. If you have questions call Paul J. Olson, Forest Director, Midvale School, 233-5314.

How To Get To The Forest

1. West on Highway 18 (Nakoma Road) to Verona
2. South (left) on Highway 69 (Belleville Road) at stop and go light in Verona
3. Three miles on Highway 69 to right turn on Riverside Road - a Forest sign is at this corner
4. One mile to left on Woodside Road - a Forest sign is at this corner
5. Forest is on left - parking lot No. 1 is about 1 mile on left
6. Continue south $\frac{1}{2}$ mile to "Picnic Area" and parking lot No. 2 on right. Camping area access road is open for travel only to camp groups.

SCHOOL TOURS

The major use of the Forest is to conduct school tours. These tours are lead by trained School Forest naturalists who are employed on a day to day basis. A minimum of one naturalist is assigned for each class group. It is agreed that two naturalists per class would be more desirable, but budgets have not permitted this service.

Materials Available

It is important that a teacher wishing to make the tour prepare her class. Nothing beats actual "before trip" visits by the teacher to acquaint herself with the area but several publications are available which should help. Publications include:

- 1. A sizable manual which includes identifications and ecological notes on some 142 species of plants and general discussions relating to the Forest.
- 2. A smaller "tree only" identification book very well illustrated.
- 3. A film strip with a recorded tape commentary, and printed commentary as well, on trees of this Forest.

These materials should be at your school. If you do not have them these materials may be obtained from the curriculum office.

Transportation

Transportation of school groups under Board of Education rules must be by chartered bus. The Forest committee has been fortunate to obtain excellent bus service. As a rule a naturalist rides on the bus to the Forest calling youngsters' attention to natural features (birds, geology, etc.) on the way out and thereby helping to establish a pattern for the tour. You can secure your own bus if you wish, but other reservations (naturalists, date) must be made with the Forest director.

What Grade?

There is no set pattern of class group which make these tours. For the most part the most common trip is by upper grades. Some schools for example have established a 5th grade tour in the fall, and a 6th grade in the spring, thus assuring that each child sees the Forest in each season. However, we have conducted tours successfully for first graders. Importantly, perhaps, tours are most successful when the teacher initiating the tour is interested and feels that this is an important experience.

Morning or Afternoon?

Morning tours are more successful as a rule than are afternoon tours. On a morning tour the bus stays at the Forest parking lot and a group can return

earlier than planned should a sudden rain storm strike. In the afternoon the bus must leave to make other pickups and return to make the trip home. This extends the day to around 4:30 for leaving the Forest and, of course, further extends youngsters' return home time.

General Details of Tour Scheduling

1. Call Paul Olson, Forest Director, 233-5314, for a reservation. You will need to report:
 - a. Preferred date and alternates if first date is filled up.
 - b. Grade level and number of children.
 - c. Morning or afternoon preference.
2. If we schedule your bus:
 - a. The cost is \$18.00 and bus capacity is 73 passengers. Make check payable to Eugene Richardson and pay the driver.
 - b. Bus will arrive at your school by 8:30 in the morning or 1:15 in the afternoon.
 - c. Morning bus must leave the Forest by 12:00 - it can go earlier.
 - d. Time required in transit - from 20 minutes on the west side to 45 minutes from the most distant schools.
 - e. Afternoon return schedule - leave Forest about 4:30.
 - f. If you wish to picnic, the tour itself should terminate by 11:00 permitting one hour for the picnicking time.
3. Teachers are expected to accompany the class and enforce such discipline as necessary. Some general hints -
 - a. There is no need for candy or snacks. We strongly recommend against snacks as "litter makers".
 - b. A pump is available for drinks.
 - c. Toilets are available.
 - d. There is a shelter house.
 - e. It is well to have an adult "bring up" the rear of a tour to keep stragglers in line.
4. You will not always see exactly what you expect. For example some days birds are everywhere and on other days are not to be found. Plants go in and out of bloom, etc. Sometimes the presence of several tour groups will necessitate a slightly different route which must be an "on the spot" decision.

5. Cancellations - as early as possible - perhaps we can intercept the bus on its way to your appointment.
6. Rescheduling - any time there is available space you may reschedule.
7. There is no charge to the school for naturalist tour leaders.
8. Some junior high schools are scheduling Saturday tours to avoid conflicts with departmentalized schedules.
9. A typical and good tour length is two hours.

II

SCHOOL CAMPING

During the summer of 1965 Madison youth and teachers constructed a camping facility at the School Forest.

The Facilities

1. A large (24 X 48) open shelter house.
2. An enclosed "headquarters" building housing the water pressure tank, hot water heater, dish washing sink, refrigerator, gas stove, telephone, and various supplies. Meals are served from this building.
3. Four tent shelters - the tents are set up two on each side of the clearing. Girls' tents are on the left or east side; boys on the right or west side. It is possible to set up 20 single cots in each tent. Cots can be double decked if necessary for greater single tent capacity. We have 100 cots but recommend that the total group should be closer to 80 and, of course, fewer as class sizes might dictate.
4. Toilets, wash-up area, and drinking fountain.

The Purpose of the Camp

1. To provide a longer, and hence more adequate, time for concentrated nature study.
2. To provide experiences in group camping.

The Suggested Pattern

1. Grade level - most often 6th grade, but 5th grades work well - and the camp is open to any school's decision on desirable grade.
2. Length of period - typically $2\frac{1}{2}$ days, but it can be a single day and night or any other combination which can be scheduled. A $2\frac{1}{2}$ day schedule might be:

Monday	School A arrives about 9:30 and stays for day and night
Tuesday	School A - full day and night
Wednesday	School A returns at 9:30 as School B arrives for rest of day and night
Thursday	School B - full day and night
Friday	School B - returns at 9:30

Problems to be Prepared For

1. Sleeping - children will need to bring sleeping bags or blankets and pillows. These should be warm - it can get cold in spring and fall.

2. Food - suggested menus -

a. Breakfast

2 sweet rolls

juice - frozen, canned, or dehydrated

hot chocolate - "Swiss Maid" or similar instant cocoa has proven very good and quite easy.

b. Noon

A school lunch catered in from Glendale. These lunches (currently .25¢) are an outstanding bargain. Excellent quality, delivered on time and hot, ready to serve and with no fuss.

c. Evening - a cook out -

Each tent group has own cook out area - a grill, picnic table. We have found a mass type meal like stew (canned or from scratch), "sloppy joes", hamburgers, or the inevitable weiners, work well. Each tent plans and cooks own menu.

d. Snacks

Apples for afternoon hikes are welcome. An 8:30 snack of popcorn and cider, etc., is welcome. Recommend staying away from candy to help reduce litter possibilities.

General Procedures

1. Call Paul Olson, 233-5314, for reservation (spring 1966 is already filled except for late April). Fall reservations can be made any time.
2. The camp provides a caretaker to meet your group, issue cots, and give brief orientation.
3. The camp provides one naturalist for each tent group for afternoon tour-type hikes if you wish them.
4. Paul Olson will reserve bus and make arrangements for catered food and milk, and naturalists. (Also cheerful with advice and best wishes)

Costs

1. There is no rental charge for school groups. The forest budget pays the naturalists.
2. Schools pay for:
 - a. Transportation by bus \$25.00 per trip out and back. Bus capacity is 73 with some luggage, requiring cars to carry perhaps $\frac{1}{2}$ of luggage. Bus capacity is 55 with full luggage transportation.
 - b. Caretaker - \$10.00 for total trip.
 - c. Consumable supplies .10¢ per child per day for paper plates, cups, and other consumables.
 - d. Food transportation from Glendale \$8.50 per trip. (Typically two such trips)
 - e. Food - noon meal .25¢ per person including milk. Additional milk for breakfast and supper can be furnished at the school rate of .0225¢ per $\frac{1}{2}$ pint delivered. Refrigeration in the headquarters building.

These items - noon meal and milk - must be ordered from Paul Olson in advance.

6.

How Much to Charge

Obviously it will depend on food costs but roughly:

60 Person Budget for $2\frac{1}{2}$ Days

a. Bus		\$ 25.00
b. Caretaker		10.00
c. Consumables	$$.10 \times 60 \times 2\frac{1}{2}$ days =	15.00
d. Food Transportation (2 days)		17.00
e. Noon meal (including milk)	$$.25 \times 60 \times 2$ days =	30.00
f. Extra milk - 2 additional $\frac{1}{2}$ pints per day	240 $\frac{1}{2}$ pints =	5.40
g. Groceries - breakfast, evening, snacks		<u>75.00</u>
		\$177.40

A charge of \$3.00, or \$1.50 per day, would produce \$180.00 and support this budget. School pays bus driver direct, but pays the Forest Director for the caretaker, consumables, noon meal, food transportation, and extra milk. School buys own groceries.

Utensils Needed

We supply paper plates, cups, knives, forks, etc. The only dishwashing is cooking utensils, knives, and forks, etc. We supply kettles, paring knives, etc. It is well to soap the bottom of kettles which will be used over an outdoor fire.

Garbage and Waste Disposal

Uneaten food is returned in plastic sacks to Glendale by food carrier for disposal. Paper plates, napkins are burned.

Litter and Clean Up

We suggested a scheduled and 'white glove' policing of facilities and grounds. Brooms, etc. are supplied.

Each tent should have one adult supervisor assigned each night.

It is well to have at least one car available at all times for emergencies. There is a telephone at the headquarters building - telephone no. is 845-6995 (Verona - no toll)

Possible Program (curriculum)

Every school is free to plan any program they feel proper but a program as follows has been tried and is suggested.

First Day

- 9:00 - Leave school
- 9:30 - Arrive Forest
- 9:30 - 10:30 - Check in, receive orientation from caretaker, be assigned to tents, set up cots, and prepare bed rolls, etc.
- 10:30 - 11:30 - Individual (recommend "buddies") exploration of the camp area, staying within area bounded by fences and roads (about 25 acres)
- 11:30 - 12:00 - Return to shelter house, clean up for noon meal
- 12:00 - 12:45 - Noon meal and clean up (kitchen crews assigned to job, etc.)
- 12:45 - 1:30 - Rest period in tents
- 1:30 - 4:30 - Tour of Forest lead by naturalists
- 4:30 - 5:00 - Return to shelter house and clean up
- 5:00 - 7:00 - Meal preparation, meal, and clean up
- 7:00 - 9:00 - Possible lecture, out-of-door movie, campfire, songs
- 9:00 - 9:30 - Preparation for bed
- 9:30 - 10:00 - Quiet time - everyone in tents
- 10:00 - Lights out

Second Day

- 7:00 - Rise and shine
- 7:30 - 8:00 - Breakfast
- 8:00 - 9:00 - Clean up tents, police area
- 9:00 - 11:30 - Morning activities by class group - we have some planned "nature scavenger hunts" which are helpful
- 11:30 - 12:00 - Clean up for meal
- 12:00 - 12:45 - Meal and clean up
- 12:45 - 1:30 - Rest Hour
- 1:30 - 4:30 - Naturalist tours - more specific than first day
- 4:30 - 5:00 - Return to shelter house and clean up
- 5:00 - 7:00 - Meal preparation, meal and clean up
- 7:00 - 9:00 - Evening program - perhaps review of two days, lecture, movie, campfire songs, etc. Square dancing is possible
- 9:00 - 9:30 - Prepare for bed
- 9:30 - 10:00 - Quiet time in tents
- 10:00 - Lights out

Third Day

- 7:00 - Rise and shine
- 7:30 - 8:00 - Breakfast
- 8:00 - 9:00 - Clean up, police camp, pack, prepare to leave at 9:30

Further Program Suggestions

It is suggested that youngsters be excused from school for the remainder of the return home day and that a written critique, or resume of experiences, learnings, etc. be assigned as homework for that afternoon.

Both kids and teachers will be tired and somewhat dirty.

It cannot be repeated too often that each school is free to plan its own program. If you wish to bring out your art teacher for nature sketching, your music teacher, your physical education teachers, so much the better. There is a reasonably large open field for play and a time for this is certainly OK.

Advance Planning - It is well to:

1. Have your groups assigned by tents in advance
2. Have food planned and purchased
3. Have a duty chart prepared:

clean up of tents
clean up of toilets
policing grounds

doing dishes
serving food
cutting wood for fire, etc.

Youngsters Should Bring

Sleeping bag or bedroll (warm)
Extra blanket (optional)
Pillow (optional)
Warm pajamas
'Longies (optional)
Towel and washcloth

Toothbrush and toothpaste
Change of clothes
Raincoat or poncho
Boots or rubbers
Warm jacket
Cap or scarf

Flashlight (optional)

Hand soap is supplied. It is a good idea to mark the articles you bring.

Please Do Not Bring

Radios
Gum or candy

Knives or hatchets
Money

III

SUMMER WORK-LEARN PROGRAM

The School Forest Committee is the administrative authority for the summer Work-Learn program which uses the Forest as its primary operating site.

In this program Madison youth (currently 9th grade or older) work for one month on conservation projects for which they receive one semester's credit in Science at their high schools.

The general details are:

1. Boys currently in 9th grade or older volunteer for the course and fill out enrollment blanks sent each spring to the junior and senior high schools.
2. The course typically starts the Monday after school closes for the summer recess and lasts for 4 weeks, 5 days a week.
3. Boys are transported to the work sites (Forest or stream) by school bus under a schedule mailed to them. Bus leaves about 8:00 and returns about 3:30.
4. Boys are insured against injury.
5. Boys carry their own noon lunch.
6. There is no tuition or fee and boys are not paid for participation.
7. Boys receive one semester credit at their school.
8. Attendance and behavior are expected to equal school standards.
9. Boys are supervised by teachers on summer employment at the ratio of about one teacher per seven boys. Conservation Department personnel assist in the program.

The program originated in 1952 and has attracted wide attention. This is truly work-learn. Summer youth do all the jobs needed in the forest.

A typical summer would include:

Forest Oriented Activities

1. Harvesting timber in the managed area.
2. Sawmilling logs to lumber.
3. Using this harvested lumber to then construct buildings, benches, trail signs, etc.
4. Clean up in the Forest.

5. Trail building.
6. Understanding the "whys" and "hows"

Stream Oriented Activity

1. Fencing trout streams
2. Building in-stream devices such as wing dams, deflectors, spawning areas, etc.
3. Building cattle crossings.
4. Bank repair and stabilization.
5. Species census by electro-fishing.
6. Understanding the "whys" and "hows".

In 1965 the NEA awarded it's "Pacemaker" award to the Madison schools primarily based on this facet of the School Forest program. This award, given annually to only one school in each state, speaks highly of the regard with which this program has been received.

IV

STUDENT FIELD BOTANY

In an effort to move nature interpretation out of the text book stage and utilizing the frequently unproductive summer vacation period which youngsters have available, the School Forest Committee sponsors a one-week Field Botany course for students.

To be eligible youngsters (both boys and girls) must have had at least one course in Biology at their schools. Typically such a youngster would then be in the 9th grade or beyond. Enrollees are picked up by school bus and are transported to the Forest where Dr. James Zimmerman has been the course instructor.

There is no charge and no credit for this single week. It is looked upon as an enrichment program for students interested. Students carry their own lunch.

Enrollment blanks are sent to the junior and senior high schools each spring for sign up. Biology teachers are especially valuable in making this information available to students.

A typical program includes:

1. Plant identification.
2. Ecology of southern Wisconsin
 - Forests
 - Prairie
 - Bogs
3. Geology of southern Wisconsin.
4. Birds

It has been felt that this program has greatly stimulated knowledge and appreciation of our out-of-doors heritage. We have been most fortunate to have had Dr. Zimmerman as our instructor.

SUMMER TEACHER INSTITUTE

In an effort to acquaint teachers with the Forest as a teaching tool, the School Forest Committee has established a regular one-week Institute for teachers at the Forest.

This week is typically scheduled for the first week after the close of school for the summer recess. Teachers who enroll and attend are given one credit in lieu of travel on the salary schedule. The fee is \$10.00 - teachers supply their own transportation and bring their own lunch. Time involved is 9:00 in the morning until 3:30 in the afternoon. Dr. James Zimmerman is the instructor.

In addition to this "on the spot" instruction Dr. Zimmerman also presents a mid-winter lecture course, sponsored by the Vocational School, for "in lieu of travel" credit. This course, called "Reading the Landscape", is offered three nights a week, 7:30 - 9:30, and the fee is \$4.00. The course is for 12 weeks and a total enrollment of 232 persons have attended in a single year.

These two programs - the "in the field" institute and the mid-winter lecture course - are planned to help fill the gap in nature education for teachers. The Institute has received highest praise and the continued high enrollments in "Reading the Landscape" speaks for itself. A further recommendation is that the State Department of Public Instruction will now accept attendance at the Institute to replace the conservation credit requirement for licensing elementary teachers, which teachers transferring from out of state colleges sometimes find hard to meet.

Enrollment blanks for the Teachers Institute are sent each spring to all schools.

VI

INFORMAL USES OF THE FOREST

The Forest is open at all times for occasional and informal uses not requiring the specialized arrangements described earlier in this manual.

Hiking, bird watching, studying the more than one hundred plants identified along the trails, picnicking at the family area, and just plain relaxing in solitude are frequent uses by adults as well as children.

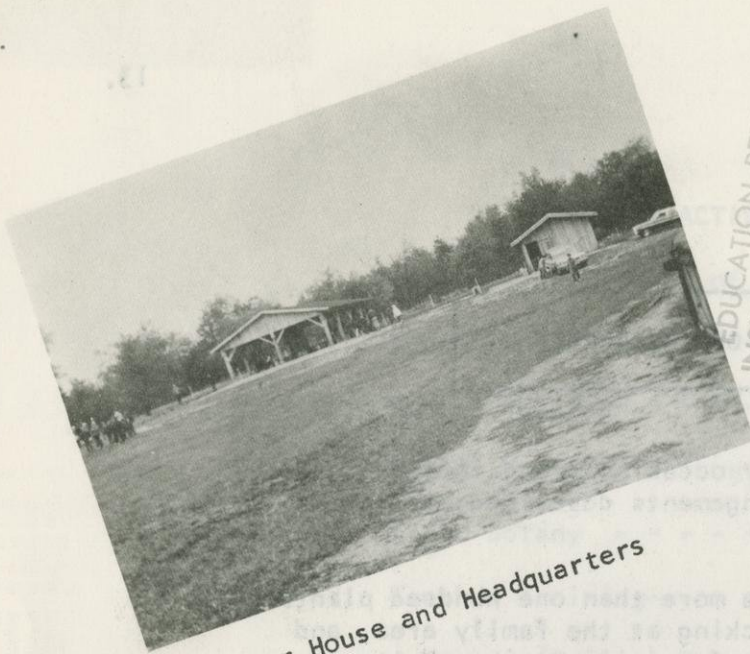
These unsupervised activities have in the past been carried on with a minimum of litter and vandalism. The Forest Committee congratulates the Forest users on their splendid behavior and definitely encourages the public to continue to use the Forest as a woody museum or sanctuary.

Occasionally during the warmer months School Forest naturalists conduct Sunday tours open to the public. These tours are keyed to seasonal events occurring in the Forest and have been very well attended. There is no charge for any of these informal uses and special "public invitation" events are publicized in the Madison newspapers.

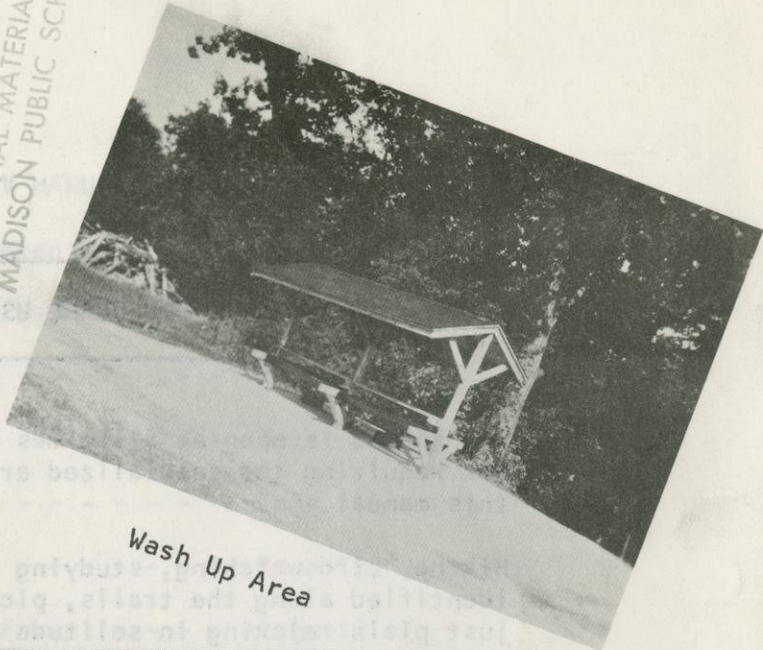
The Forest Committee asks only:

1. No fires except at grills at the "Family Area" (picnic area).
2. Picnicking only at the "Family Area".
3. Do not "collect" rare flowers or plants.
4. No horseback or "Honda" riding in the Forest.
5. Berry picking is permitted.

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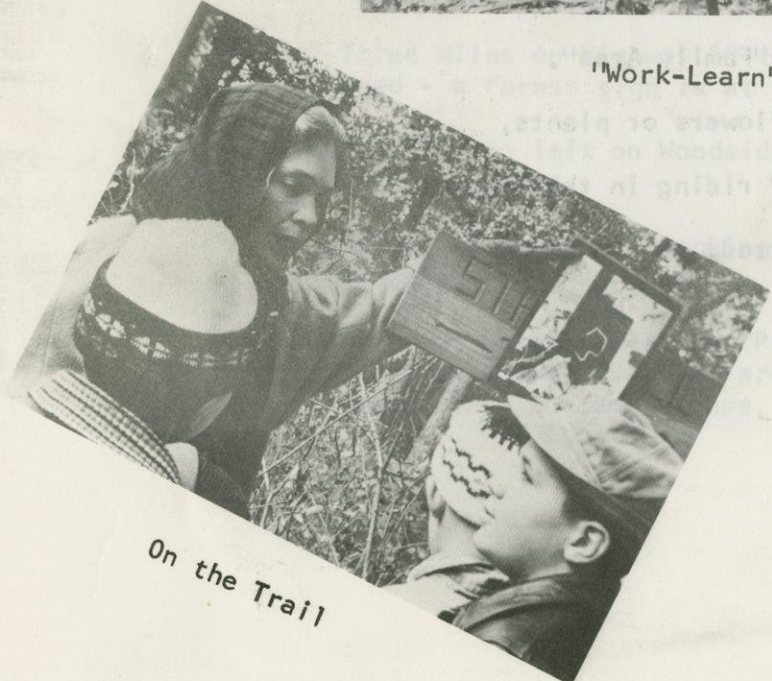
Shelter House and Headquarters



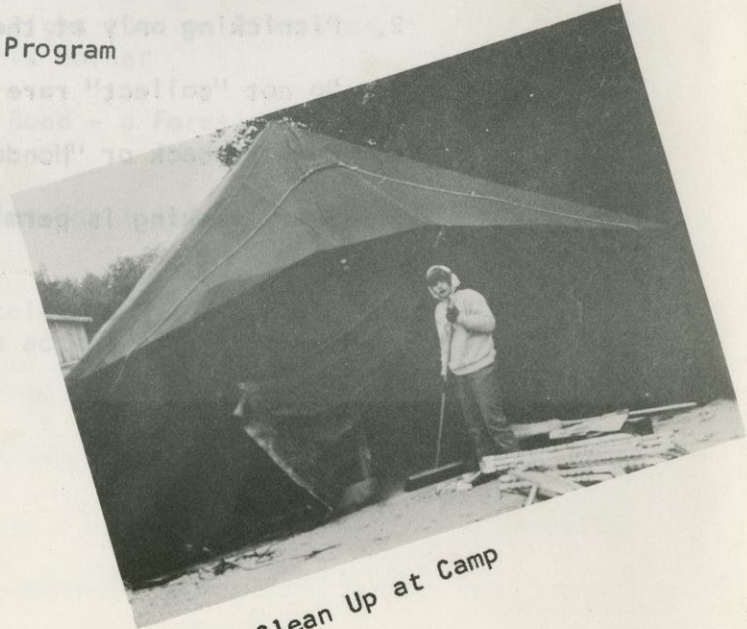
Wash Up Area



"Work-Learn" Program



On the Trail



Clean Up at Camp