



Introduction

Field trip and enrichment opportunities are important to us at Eagle Rock. The teachers and staff has created this manual to clarify our field trip policies and procedures and to help make each field trip as successful and as meaningful as possible.



District Policy

"Field trips, defined as any trip other than athletic, will be utilized as a supplement to classroom work; and, as an integral part of the curriculum, shall be planned to obtain maximum educational impact. As with any other academic activity, field trips will be approved and arranged in accordance with learning objectives and lesson plans."

Legal References:
RCW 28A.59.180 (5)



Student Expectations

Listed below are the expectations for ALL students on each and every field trip or excursion at Eagle Rock.

I promise to ...

- Turn in my permission slip in a timely manner. If the form is not returned by the day of the trip the student will remain at school.
- Arrive at school on time and with my lunch.
- Wear the appropriate shoes and clothing.
(ERMA wear is a great thing to wear on field trips)
- **WALK** quietly on and off the bus.
- Sit quietly and safely wherever my teachers ask me to.
- Stay with my chaperone leader **AT ALL times** during the field trip.
- Show people, through my behavior, that I am a respectful and responsible student.



Getting Ready

Preparing Your Child for a Field Trip

Because our goal at Eagle Rock is to make each field trip as educationally relevant as possible, here are some ideas to help make your child's experience a successful one.

- Review "Student Expectations" with your child, prior to each and every trip.
- Review any flyers or information sent home about the trip with your child.
- Brainstorm questions that your child can ask while on the trip and make predictions about what your child thinks they will learn.
- Involve your child in the selection of appropriate shoes and clothing.
- If they don't already, let them help in the preparation of their special field trip lunch.



Lunch Ideas

Here are some tips and ideas to help with the preparation of your child's lunch for the field trip days.

- Pack your child's lunch in a paper or plastic bag so that it can be disposed of while on the trip.
- For safety purposes, please **don't send glass bottles** or other glass items of any kind.
- Lunchables are great for field trips, however those with sauces like pizzas or tacos can be very messy and hard to clean up while on a field trip.
- If your child does not bring a lunch on a field trip day, one will be provided by our kitchen staff or student's chaperone at your expense.



Permission Slips

The timely return of field trip permission slips is integral to the successful planning and organization of field trips, chaperones, and multi-age groups. Here are some policies regarding permission slips to remember.

- Permission slips will be sent home two weeks prior to the planned trip.
- Signed permission slips are due back a week before the trip.
- Those students who do not return their permission slips by the date of the field trip may have to stay on site with a staff member.



Chaperone Expectations

Chaperones are an important and necessary part of the field trip experience. A minimum ratio of one adult to every five children is required for any out of district field trip and so without your help and expertise, the field trips would not be possible. Listed below and on the next page, are the rules and expectations for volunteers while chaperoning on a field trip at Eagle Rock.

- Once you have indicated an interest in being a chaperone for a particular trip, the office will contact you if you are needed. Please do not assume you are going on the trip until you hear from the office.
- Chaperones may be a parent or a guardian, aunt, uncle, etc., over the age of 21.

- Chaperones must have filled out a district volunteer packet and been cleared as a volunteer.
- There isn't room for parents to ride on the field trip bus with the students, so chaperones will need to transport themselves to and from the field trip or carpool with another chaperone.
- Chaperones need to pay for their own parking and entrance fees on field trips where applicable.
- A chaperone may, **UNDER NO CIRCUMSTANCE**, bring siblings, other family members, or friends on a field trip.
- We will make every attempt to place your child in your assigned field trip group, however, please understand that depending on the number of chaperones or the location of the trip, this **MAY NOT** be possible.

- Chaperones must arrive at school **AT LEAST** 20 minutes prior to the scheduled departure time to receive their group assignment and gather lunches. Please bring a backpack or large bag to carry lunches while on the trip.
- Know where your students are **AT ALL TIMES**. Please adhere to the itinerary and time schedule that is provided to you.
- Encourage your students to be actively involved during the field trip.
- Respectfully correct students who are not staying with your group, being orderly, or acting disrespectful.
- In public or crowded places, encourage a buddy system or require "wanderers" to hold hands.
- Call a teacher or a staff person to help with students not responding to your wishes or directions.
- In the event of an emergency, teachers and bus drivers are carrying emergency

supplies and phone number in their back packs.

- If you have been scheduled as a chaperone and something comes up that will keep you from fulfilling your obligation, please contact the school office as soon as possible at (425)-844-4900.



To & From

Ensuring children arrive to and from each and every field trip is of utmost importance to us. Here are some guidelines to follow when bringing your child to school and picking them up on field trip days.

- Arriving at school in a timely fashion is always important. On field trip days, it is imperative that all students arrive at school on time so that we can adhere to our itinerary. If you drop your child off at school **AFTER** the bus has departed, you will either need to deliver your child to the field trip location, and remain with them as a chaperone, or bring them back to school when the rest of the students and staff have returned.

- If for some reason, you need to pick your child up early from a field trip, this **MUST** be communicated to the office, **NO LESS THAN 24 HOURS** prior to the day of the field trip. **This must be communicated in writing or e-mail** and must have the approval of the building administrator. Then, and only then, will you be allowed to pick your child up at the field trip location after signing them out with a staff person.