



School Field Trip Teacher Packet

TOGETHER FOR NATURE

Thank you for joining us for a School Field Trip at Portland Audubon! We're looking forward to sharing our beautiful Sanctuary with you and your group! **Please read the following packet before your visit.** On your tour, we'll spend most of our time learning on the trails in our Nature Sanctuary. On the day of your tour we'll meet your group outside of the Nature Store, under the covered breezeway. * **Please arrive 15 minutes before the start of your program** *

In this packet you will find the following information:

Description of Field Trip

School Standards

Sample Schedule

Chaperone Letter (Print and give to your chaperones)

Bus Information and Directions (Print and give to your bus driver)

Cancellation Policy

What will students learn on a Portland Audubon Field Trip?

Our School Field Trips are designed to augment your students' science and environmental education needs and are designed to correlate with **NGSS and STEM standards and requirements**. Students in grades PreK through 6th will be immersed in inquiry-based and experiential learning from the moment they arrive at the Sanctuary. We'll search for wildlife and their signs, engage in hands-on activities and explore everything that the forest has to offer.

Interacting with Ecosystems (Option 1a): Grades 2-6

Join us for a morning in the forest using hands-on learning to discover the interdependent relationships that shape our local ecosystem. Get up close and personal with predator and prey animal specimens, hunt for animal signs along our nature trails, and conduct fun experiments and games in our outdoor classroom. Students will leave with a rich understanding of the complex energy web that connects trees, birds, mammals and humans right in their own community, as well as real actions they can take to combat climate change and support local wildlife!

Portland Audubon has created this program to align with Oregon's Next Generation Science Standards (NGSS). In this program, we use inquiry-based nature education to illuminate the following Disciplinary Core Ideas: LS2.A, LS2.B, LS2.C, and LS2.D.

Amazing Animal Adaptations (Option 1b): Grades 2-6

Discover the amazing birds that live right here in Portland and the adaptations that help them survive! Students will directly handle and compare fascinating skulls, wings, and nests of birds they can find in their own neighborhoods, and discover how birds' internal and external structures give them super senses that help them survive. They will come away with an understanding of birds as indicator species for climate change and ways we all can help birds thrive in our community!

Portland Audubon has created this program to align with Oregon's Next Generation Science Standards (NGSS). In this program, we use inquiry-based nature education to illuminate the following Disciplinary Core Ideas: LS1.A, LS1.C, LS1.D

Hanging out in Habitats (Option 2): Grades PreK-2

Spend the morning in the forest using hands-on learning to observe and investigate what plants and animals (including us!) need to survive in their habitats. With a magnifying glass in hand, explore what animals use for food, water and shelter and how you can help animals in your own neighborhood! Students will leave with a greater understanding of what animals need to survive in their habitats and where animals find those resources!

In this program, we use inquiry-based nature education to illuminate the following Disciplinary Core Ideas: K.LS1.1.

Schedules

*** Please arrive 15 minutes before the start of your program ***

Option 1: Grades 2-6

Interacting with Ecosystems OR Amazing Animal Adaptations

Programs are 90 minutes long, including a 1 hour exploration of our Forest Sanctuary and a 30 minute hands-on investigation in our nature classroom.

Time slots: 9:45-11:15 or 11:30-1:00

Program Timeline:

Time	Group 1:	Time:	Group 2:
9:30	Arrival, bathrooms, Intro	9:30	Arrival, bathrooms, Intro
9:45	Nature Classroom Investigation	9:45	Scavenger Hunt (led by Teacher)
10:20	Educator led Outside Exploration	11:00	Lunch
11:15	Wrap up & Send to lunch	11:30	Nature Classroom Investigation
11:30	Lunch	12:05	Educator led Outside Exploration
12:00	Scavenger Hunt (led by Teacher)	12:45	Wrap up
1:00	Say goodbye to whole group	1:00	Say goodbye to whole group

Option 2: Grades PreK-2

Hanging out in Habitats

Programs are 60 minutes long, including a 30 minute exploration of our forest Sanctuary and a 30 minute hands-on investigation in our nature classroom.

Time slots: 9:45-10:45 or 11:30-12:30

Program Timeline:

Time	Group 1	Time	Group 2
9:30	Intros, arrival	9:30	Intros, arrival
9:45	Nature Classroom Investigation	9:45	Scavenger hunt
10:00	Educator Led Outside Investigation	11:00	Lunch
10:45	lunch	11:30	Nature Classroom Investigation
11:15	Scavenger hunt	11:45	Educator Led Outside Investigation
12:30	Wrap up with whole group	12:30	Wrap up with whole group

Capacity

Each program has a maximum of 30 students per time slot. Please book two time slots if your group is larger than 30 students. Maximum capacity for both slots is 60 students.

Reserving both time slots for two classes? We'll provide both classes with a self-guided scavenger hunt to explore the trails at our Sanctuary on their own when not in our guided program.

Lunch

Lunch space can be provided before or after your program if needed – please let us know ahead of time so we can accommodate your group!

Restrooms

An all-user restroom and women's room are available in our Interpretive Center and there is a portapotty at Upper Macleay Park.

Groups and Chaperones

Divide Your Large Group - Please divide your class into smaller groups. Please divide your students into groups before arriving. We require at least 1 chaperone for every 8 students. For one class of around 30, we ask that you have between 3-5 adults, and 6-10 adults for groups of 60. We've found that anymore than this can be disruptive to learning and engagement. Because parking trail space is limited on our campus, we ask that you stick to these numbers. Please carpool if possible.

Name Tags – All participants must arrive with **BOLD** durable nametags (it helps if their group name and number is also on the tag)

Attention lead teacher: please give the attached **letter to your chaperones** ahead of the program.

Welcome Chaperone!

Thank you for your help on the upcoming School Field Trip at Portland Audubon- your active participation is vital to ensuring the success of the program and we hope it will prove to be an experience that you and the students remember for a long time. As a reminder, this field trip is created for the students and your help is integral to the success of this program! Your leading through example helps make this program successful! We are grateful you're here and your role is to model the rules and expectations below.

Portland Audubon has **five simple but important expectations** and they apply to everyone participating, both children and adults.

1. **Be Safe**
2. **Respect all things**
3. **Learn something new**
4. **Have fun!**
5. **Help each other**

Your role as chaperone is to help ensure these goals are accomplished. The importance of *safety* during this program cannot be overstated. The rules and expectations are here to ensure the experience is safe, fun and educational for everyone. Our field trips spend the first bit of the field trip investigating specimens inside and then head out for some outside exploration. Please come dressed for the weather with comfortable walking shoes.

As a chaperone, we ask you to:

- Interact positively with the students! Encourage their curiosity and their active participation.
- Keep students together with their group and ensure they are using the buddy system.
- Remind students of any guidelines/instructions that instructors share. Be willing to assist Audubon Educators and volunteers as needed.
- Help our Educators by walking at the back of the group, helping students stay together and listen.
- Inform teachers and Portland Audubon staff if you notice any behavior that is concerning or if a student is disregarding our shared expectations.
- No cell phone usage. Besides taking a group picture, we discourage extensive phone usage on field trips and prohibit students from using cell phones.

Thanks again for your help, we couldn't offer these programs without you!

Before Your Program:

Confirm with Educators

The week or so before your program, your educator for the program will reach out to confirm the time and program with you. Please be on the lookout for that email.

Create name tags and split students up into chaperone groups:

- The best name tags are written clearly and able to be moved if layers are taken on and off.
- If you are bringing two classes, please come prepared knowing which group will be self guided and which group will do the educator led programming first.

Packing List for your Students

Please ensure that your students have the following items for the day:

1. Lunch and Snack
2. Full Water Bottle
3. Warm Jacket/ Layers (it's always a few degrees colder up at our sanctuary!)
4. Rain Jacket
5. Sturdy footwear, no sandals please
6. Backpack for your gear
7. Optional: Camera
8. A positive attitude and adventurous spirit!

Bus and Parking Information

Please park buses, vans and cars at Upper Macleay Park, 1/10 mile east and adjacent to Portland Audubon. This is the safest place for students to get in and out of vehicles, as it does NOT require crossing the street. Use the short trail that leads to Portland Audubon's campus, you will find the trail at the end of the parking lot and it will parallel Cornell Road. **Do not try to stop the bus on the street in front of Audubon or park in our small campus parking lots. There is a long bus parking spot adjacent to the grass field to the left of when you enter the parking lot.**

Map & Directions to Upper Macleay Parking



Please note **Upper Macleay's address:**
4581 NW Cornell Rd. Portland, OR 97210

The Parking lot is on the south side of Cornell and just east of Portland Audubon's main lot.

Coming from North/ East

Take the I-5 freeway to the **Fremont Bridge exit (405 south/ 30 west)**
Go over the Fremont Bridge, staying in the far

right lane, and take the **Vaughn Street** exit.

Continue on Vaughn Street to the second traffic light (NW 25th).

Turn left onto 25th and continue to NW Lovejoy (4 way stop).

Turn right on NW Lovejoy. It will veer right and take you up the hill.

NW Lovejoy turns into Cornell Road and you will pass through two tunnels.

Portland Audubon is on the right approximately ¼ mile past the second tunnel.

Coming from the South

Take the I-5 freeway to I-405 North.

Take the **30 West / St. Helens** exit.

Get in the far right lane and take the **Vaughn Street** exit.

Go straight on Vaughn Street to the second traffic light (NW 25th)

Turn left on NW 25th and continue to NW Lovejoy (4-way stop).

Turn right on NW Lovejoy. It will veer right and take you up the hill.

NW Lovejoy turns into Cornell Rd. and you will pass through two tunnels.

MacLeay Park (followed by Portland Audubon) is approximately ¼ mile past the second tunnel.

Coming from the West/ Southwest

Head toward Portland on Highway 26.

Take the **Barnes Road** exit and turn right.

Go past St. Vincent's Hospital to Miller Road (approximately one mile).

Turn left onto Miller and stay on it until you come to Cornell Road.

Turn right onto Cornell. Continue past Skyline.

Portland Audubon (followed by MacLeay Park) is on the left about 1½ miles past the Skyline / Cornell intersection.

All parking near Audubon is unattended. Do not leave valuables or anything of interest in your vehicle.

Attention lead teacher: please hand the attached note to your bus driver on the day of the program.

To: Bus Driver for Portland Audubon Field Trip

Both of our parking lots are too small to accommodate a school bus. Please park at Upper MacLeay Park, 1/10 mile East and adjacent to Portland Audubon. Coming from downtown it is just past the second tunnel on the right. If you have reached Audubon, you have gone too far.

Do not try to stop the bus on the street in front of Audubon or park in our small campus parking lots. There is a long bus parking spot adjacent to the grass field to the left of when you enter the parking lot.

Please do not pull into Audubon's parking lot. Buses and our property have been damaged from buses pulling into our parking lot.

Please do not stop on Cornell and let children unload from the road, it isn't safe and interrupts traffic.

Upper MacLeay Parking lot is the only safe spot for students to get in and out of vehicles, as it does NOT require crossing the street.

Use the short trail that leads to Portland Audubon to meet our Educators.

Weather and Clothing

Field trips run rain or shine, and students are predominantly outside. While weather cancellations are a rare occurrence, they do happen occasionally. We do everything that we can to run programs safely and we make these decisions in real time as conditions change. At times we must make the hard decision to cancel a Sanctuary Tour.

Clothing

-It is typically chillier at our Sanctuary than it is in the Metro-area. Remind students to wear proper clothing (i.e. Rain jackets, sweaters, layers, hats, gloves, close-toed shoes, etc).

-Come prepared with comfortable walking shoes that could get muddy.

Extreme Heat Policy

On days where the forecast predicts temperatures above or in excess of 100 degrees we will cancel and reschedule the Sanctuary Tour if possible.

Air Quality Policy

Since our Sanctuary Tours spend the majority of the time outside we want to be mindful of air quality and extended exposure to wildfire smoke and other respiratory hazards. If the air quality index (AQI) is forecasted to be "Unhealthy" (151 or higher) the Sanctuary Tour will be canceled and rescheduled if possible.

Wind Policy:

Because most of our program takes place in heavily wooded areas, we want to ensure the safety of all participants. In the event that there is sustained wind or gusts of 16-20 mph your field trip to the sanctuary will be canceled and rescheduled if possible. In that there are sustained winds or gusts of 10-15 mph, we may change or alter the program to ensure the safety of participants.

School Programs Cancellation Policy

For cancellations requested **two weeks or more in advance**, a full refund, minus a 10% administrative deposit, will be given. This deposit reflects the significant cost and effort our instructors and staff invest in our programs in advance of the program date.

No refund will be given for programs canceled with less than two weeks' notice.

Cancellation requests must be received via email two weeks prior to the class in order to receive a refund. Please email Tara Lemezis, tlemezis@audubonportland.org to cancel a program.

While cancellations on our part are a rare occurrence, at times we must make the hard decision to cancel a program due to inclement weather, instructor illness, or other unforeseen circumstances. If a program is canceled, we will make every effort to reschedule for another day. If we cannot reschedule, you may elect to receive full credit toward a future program, or a refund minus the 10% administrative deposit.

If City or State mandates a school closure due to COVID or other unforeseen circumstances, the field trip fee will be refunded in full.

