

# WASHINGTON STATE CAPITOL

powered by  
DES Visitor Services Program

**teacher  
field trip  
planning  
guide**





# Overview

This tour provides an introduction to representative democracy and the three branches of government and includes information on the Legislative Building's function, operation, symbolism and history.

Students also visit the Temple of Justice, home of the state Supreme Court, where they participate in a mock court hearing. The tour explores the Rotunda, the State Reception Room, Legislative Galleries, and offices of elected officials. Total tour time is three hours (including a lunch period).

Civic tours are available to 4<sup>th</sup>-12<sup>th</sup> grade classes of 20 or more students from mid-January through June. The Department of Enterprise Services Visitor Services Program accepts requests for civic tours throughout the year, but we suggest that you sign up as early as possible due to limited availability. Please fill out the [Civic Tour Reservation Form](#) to request a tour. For questions, contact us at (360) 902-8880 or email [tours@des.wa.gov](mailto:tours@des.wa.gov).

Groups with fewer than 20 or younger students are encouraged to contact the State Capitol Tour Office at (360) 902-8880 to discuss other educational tour options that might be available.



# Civic tour guidelines

Because the Washington State Capitol is the seat of government, teachers and chaperones are expected to set clear behavioral expectations for their students and to provide direct management and discipline of their groups. To ensure a safe and positive tour experience, groups are expected to follow their tour guide's instructions throughout the tour, including emergencies and building evacuations. **Guides reserve the right to cancel a tour at any time due to student misbehavior.**



Students should dress appropriately for the weather and wear good walking shoes. We ask that hats not worn for medical or religious reasons be removed once inside the buildings.



Gum, food and drink are not permitted on tour unless needed for medical reasons. This includes water bottles and coffee. All food and drink must be stowed upon arrival.



Cell phones and other electronic devices, must be turned off or placed on silent mode. Cell phone use is permitted only for photos or in the event of an emergency. Earphones, gaming devices, and tablets are not permitted.



Backpacks and other items should be left at school or on the bus; however, teachers may carry a backpack for first aid supplies and student permission forms.



Photos are allowed, but groups must follow the tour guide's instructions regarding when and where photos are permitted.



Behavior of students should be consistent with a business environment. The Capitol Campus is the seat of our state government and the noise or behavior of groups cannot disrupt government business.



# Students knowledge

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Be able to name the three branches of government and know the basics of what each branch does

Understand the layers of government-federal, state and local

Understand the basics of voting

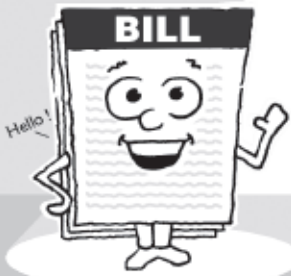
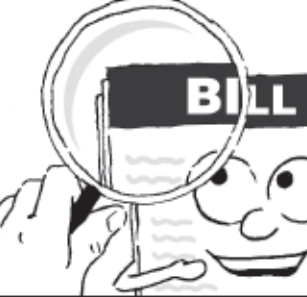

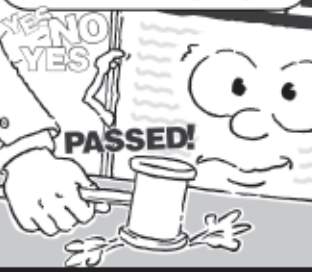
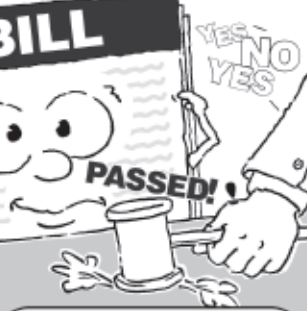
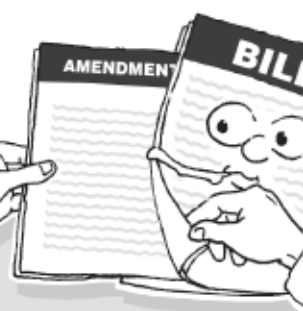
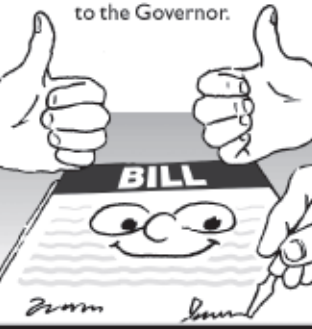


Know what year Washington became a state and after what historical person our state was named

Know the name of our current Governor

Know the names of the legislators from your school's legislative district

Understand the basic process of how a bill becomes a law in the Washington State Legislature

# How a bill becomes a law

<p>A bill may be introduced in either the Senate or House of Representatives.</p> 	<p>A committee studies the bill and often holds public hearings on it.</p> 	<p>A committee report is read in open session of the House or Senate, and the bill is then referred to the Rules Committee.</p>  <p>The rules committee decides which bills will be sent to the floor for further consideration and which bills won't.</p>
<p>At the second reading a bill is subject to debate and amendment before being placed on the third reading calendar for final passage.</p> 	<p>After passing one house, the bill goes through the same procedure in the other house.</p> 	<p>If amendments are made in one house, the other house must concur.</p> 
<p>When the bill is accepted in both houses, it is signed by the respective leaders and sent to the Governor.</p> 	<p>The Governor signs the bill into law or may veto all or part of it. If the Governor fails to act on the bill, it may become law without a signature.</p> 	



## The weeks prior to your trip

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If you have changes to your reservation, or a special needs request, contact the tour office at (360) 902-8880 or [tours@des.wa.gov](mailto:tours@des.wa.gov) as soon as possible. If you have no changes, please confirm this with your tour guide when they contact you a few weeks before the tour.

Start teaching civics to your students!

Recruit responsible chaperones. One certified staff member per class, or group, and one adult for every 10 students is required. We advise not bringing too many chaperones; 5 adults per class is plenty.

Communicate time, date and expectations with other teachers and chaperones.

Send out information about student expectations, parking, arrival time, length of tour and lunches to chaperones. Please make sure your chaperones know that they cannot bring food or drink on tour, and that their lunches will be stowed with the students' lunches.

Find small to medium sized boxes to stow lunches in. The boxes should be small enough that once filled, one person should be able to carry it up a flight of stairs. Copy paper boxes are ideal. Label the boxes with each teacher's name or with group names.



# Day of your trip

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Pre-divide students either by class or into the number of groups indicated on your reservation. Students and chaperones need to know what group they are in before they arrive.



**Collect lunches from students in pre-labeled boxes.\***



Get the bus driver's phone number.



Notify the tour office, or your tour guide, as soon as possible if you need to cancel your tour or adjust your arrival or departure time. If your call is not immediately answered, please leave a voicemail message. While we understand that weather and traffic can affect your travel time, we may have to shorten your tour if you are late.



## \*Lunches

Before arrival, please separate lunches by class and bring them in labeled containers/boxes small enough for one person to easily carry. Lunches will be stored on carts while groups are on tour. To reduce food waste, groups are encouraged to pack lunches in reusable containers. Food going home will be returned to the main entrance where it can be picked up at the end of the tour. Recycling receptacles will be available during your lunch period. **Food, gum, and beverages (including water), are not permitted on the tour unless required for medical reasons. This applies to students and adults.** Upon arrival, groups will drop off lunches and use restrooms.



## Address

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416 Sid Snyder Avenue SW  
Olympia, WA 98504



## Driving directions

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### **From I-5 southbound**

Take Exit 105, then Exit 105A. Continue for 0.6 miles. Merge with traffic on the left and continue in the left hand lane of 14<sup>th</sup> Avenue SW through the roundabout (Jefferson Street) and under the tunnel 0.4 miles to Capitol Boulevard. The Capitol Campus will be directly ahead.

### **From I-5 northbound**

Take Exit 105 and bear left for the "State Capitol/City Center" exit. Cross over Interstate 5 and keep in the left lane on 14<sup>th</sup> Avenue SE through the roundabout (Jefferson St.) and under the tunnel 0.4 miles to Capitol Boulevard. The Capitol Campus will be directly ahead.





# Parking

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## Cars

Parking on the Washington State Capitol Campus is \$2 per hour. There are three main public parking areas for visitors. Each is serviced by a large meter located near each entrance. Meters accept debit/credit cards, \$1 bills, and coins. After paying, place your parking ticket on your dashboard.

- Visitor Lot at the corner of Sid Snyder Avenue and Columbia Street – Proceed straight through the intersection of 14<sup>th</sup> and Capitol and onto Sid Snyder Avenue SE. Take the first left on Columbia Street. Then left into the Visitor Lot.
- South Diagonal Parking Diagonal – Proceed to the intersection of 14<sup>th</sup> and Capitol. As you proceed through the intersection, veer slightly to your right and onto the South Diagonal.
- North Parking Diagonal – Turn right at the intersection of 14<sup>th</sup> Avenue and Capitol Way. Merge into the left lane and proceed about 200 yards. Turn left onto the north diagonal. If you reach the corner of 11<sup>th</sup> and Capitol Way, you have gone too far.

[View a map of campus](#) with each of the visitor parking spaces labeled.

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## Buses

The Visitor Services Program offers limited bus parking for "Civic Tour" School Buses only. To be eligible to utilize the bus zone, Civic Tour groups must be scheduled and approved through the State Capitol Tour Office.

As you proceed through the intersection of 14<sup>th</sup> and Capitol, veer slightly to your right and onto the South Diagonal. There is a bus zone located on the South Diagonal that is available to scheduled Civic Tour School Buses only.

[View a map](#) of the civic tour school bus parking options.

Your tour guide will meet the school bus. If you arrive early, please contact Visitor Services at (360) 902-8880. Be aware that if bus parking is full, buses will drop off the students in the roundabout at the end of the south diagonal and then will need to park off campus.



# Learning online resources

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- [Washington State Capitol online virtual tour](#)
- [Capitol facts & history](#)
- [Washington State Legislature](#)
- [Legislature Students' page](#)
- [Senate page program](#)
- [House page program](#)
- [Who, what, when, where and how of state courts](#)
- [Washington Sate research](#)
- [Washington State Historical Society](#)
- [I'm just a bill - SchoolTube](#)
- [Ben's guide to U.S. Government for kids](#)
- [Teach with TVW.org](#)
- [Financial education information: How to manage money](#)
- [iCivics](#)