

### Teacher/Chaperone Policy 2024

Thank you for your interest in joining us in the Situation Room Experience (SRE). All student groups participating in the Situation Room Experience at the Ronald Reagan Presidential Library and Museum must have **one** adult chaperone for every **ten** students. The ratio of 1:10 must be maintained during the entire visit. Teachers are not included in the 1:10 chaperone ratio.

Ex.) A class of 30 students must have no less than three (3) Chaperones ***in addition*** to the Teacher. Thus the visiting group must have at least four (4) Adults present with the 30 students at all times.

We recognize that **students with special needs** may have a one-on-one aide as specified in their Individual Education Plan (IEP), 504 Plan, or Special Education Behavior-Support Plan. These dedicated student-aides cannot be counted in the 1:10 student ratio. Student aides shall not be included in the Teacher/Chaperone 1 to 10 ratio.

Teachers and chaperones must complete and sign the SRE Chaperone Policy document ***prior*** to your visit.

The Ronald Reagan Presidential Library and Museum offers both self-guided and guided tours. Visitors who opt for a self-guided tour can enjoy the permanent museum galleries including the Air Force One pavilion. All students must be accompanied by a chaperone in the Museum. Guided tours provide a knowledgeable docent who will join the chaperone and students during their visit. Please be aware that museum docents do not take the place of teachers or chaperones. Teachers and chaperones are responsible for their students at all times.

Special Exhibits are stand alone events and as such require an additional fee for viewing. If your group is planning to attend a Special Exhibit it needs to be included with your SRE reservation.

As a Teacher/Chaperone I acknowledge that:

- The Situation Room is an **original artifact** removed from the White House in 2006 and installed at the Reagan Library to inspire student civic engagement. I will make sure students respect the space and do not bring in drinks, food, gum, or any damaging substances. Please have the students be respectful of the space, iPads, museum staff and their peers.
- No purses, bags or backpacks are allowed. Visitors will place these items on carts upon arrival. During your activity, the carts are stored in a secure location. All personal items will be returned at the conclusion of the simulation.
- I will stay with students at all times. I will remain with the students during the Situation Room Experience (SRE) and during the Museum Tour and ensure that no student in my group is unattended.
- Student cell phones must be turned off put away prior to the start of simulation.
- Chaperones/Teachers, please keep cell phones on silent mode
- I acknowledge that SRE is a **student-led** immersive simulation. To maximize student learning I may only observe and will not participate unless there are behavioral or safety challenges. SRE-Staff will help students with technical challenges for their iPads. Teachers and chaperones are asked to refrain from assisting students.
- Photography Release Forms are required for each student and must be submitted **two weeks** prior to my visit. **Teachers and Chaperones are fully responsible for knowing which students have opted out of photography.**
- I am permitted to take photos of my students during the simulation if it is not a distraction. **Teachers and Chaperones remain fully responsible for knowing which students have opted out of photography.**
- The Ronald Reagan Presidential Library & Museum is monitored by Security personnel 24 hours a day, year-round. Security personnel have the ability to evaluate visitor conduct and will take appropriate action to protect collections and holdings.

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Teacher/Chaperone Signature

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Date

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Print Name

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Name of School or Homeschool Group