

Chaperone/Transportation Policy

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. The lead teacher is **not** included in the 1:10 chaperone ratio. Chaperones **may not** be currently enrolled students even if they are 18.

Ex.) A class of 30 students must have no less than three (3) Chaperones ***in addition*** to the lead 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.

The lead teacher and school principal **must** complete and sign the Chaperone/Transportation Policy document ***prior*** to your visit.

The Ronald Reagan Presidential Library and Museum currently offers guided tours of the museum for all SRE student groups. Self-Guiding the exhibits is **not permitted** for SRE student groups. 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.

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As the lead teacher of my group, I understand the following:

- 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. Students will be respectful of the space, iPads, museum staff, and their peers.
- Absolutely **no backpacks, large bags or purses are allowed inside the facility**. Please return these items to your vehicle before entering. Bag lunches should be in disposable paper or plastic bags that are labeled with the students' names. Place all bag lunches in manageable boxes, bins or coolers and store them under the bus. **Any lunches must stay on the bus at all times**. Purchasing lunches on-site from the Reagan Café or the Reagan Pub is also an option for Situation Room Experience participants.
- I along with the other chaperones will stay with students at all times and remain with my students during the Situation Room Experience (SRE) and during the Museum Tour. I acknowledge that I am responsible for my students at all times.
- I will adhere to the ratio of 1:10, one chaperone to ten students, and it will be maintained during the entire visit. I acknowledge that chaperones will stay with students the entirety of the visit.
- Student cell phones must be turned off and put away prior to the start of simulation.
- Chaperones/Teachers, please keep cell phones on silent mode.
- 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.
- 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.

Lead Teacher Signature

Date

Print Name

Name of School or Homeschool Group

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As the principal for the school named below, I understand the following:

- The vehicle(s) the students use to get to the Library (Bus, Shuttle, Car, etc.) will remain on-site for the **entirety of the group's trip**. It **will not** drop the students off and then leave.
- If Reagan Library staff are informed upon the group's arrival that students are being dropped off and another vehicle will be picking them up at a later time, the trip will be cancelled and the group will be asked to leave the premises.
- This policy is required to ensure that in the event of an evacuation, students will have immediate transportation available. Student safety and well-being is our highest priority.

Principal Signature

Date

Print Name

Name of School or Homeschool Group