



Expectations for Class Visits to the Dubois Museum and the National Bighorn Sheep Center in Dubois, WY

We are looking forward to hosting your class at our facilities! By following these expectations for both of our facilities and reviewing them prior to your visit with your students, we will be able to provide the best learning experience and students will learn appropriate behavior for visiting these unique sites.

Please review prior to your visit:

- Teachers and chaperones are responsible for maintaining discipline as they would in the classroom.
- Teachers should talk to students about what a museum is and how to behave in a museum before their visit.
- Teachers should bring enough chaperones that one could stay with rowdy students on the bus if necessary.
- It is the responsibility of the school to repair, replace or pay for anything that is damaged during a class visit.
- If the group is running late, contact us ASAP (call the Dubois Museum at 307-455-2284 or the National Bighorn Sheep Center at 307-455-3429). Late groups will get an abbreviated tour or may not have time for a tour at all if they are very late.

Teachers, please go over the following ground rules/expectations with students:

- A visit to the Dubois Museum and the National Bighorn Sheep Center is like being in school so the same rules apply at both places as in the classroom.
- The Dubois Museum and National Bighorn Sheep Center have artifacts and mounts that are easily damaged and some are irreplaceable so:
 - no touching artifacts or taxidermy mounts
 - no running or horseplay
 - no food, drinks, candy or gum
- Raise your hand if you have a question or want to answer a question that the tour guides ask.
- Speak in quiet, inside voices.
- Be respectful of other visitors.
- Leave backpacks and other bulky items on the bus.
- No talking or texting on cell phones during the tour.
- Students should only visit the gift shop if they have money and plan to purchase a souvenir and AFTER the main tour, when given permission to do so.
- We are looking forward to your class visit and excited to meet you!



Checklist for internal use by Dubois Museum and National Bighorn Sheep Center staff and volunteers:

- Tour leaders from each location should go over expectations with entire group before group is divided. Designate and communicate a specific meeting location and time for all parties involved.
- Discuss consequences of bad behavior. (They have to wait on the bus and miss the fun).
 - It is OK to tell the students that their behavior or language is not appropriate.
- It is OK to tell teacher that a student needs a time out and needs to go to the bus or have a time out chair inside.
 - Utilize a bell or animal call to get their attention and communicate expectations of listening, asking questions, raising hands, etc.
 - Provide an incentive for them to complete an activity (stickers, paper horns, etc.).
 - When possible, give students a “job” so they are “helpers”
- Ahead of time, ask the teacher to tell us about the group and communicate this to the other partners involved.
 - What is the age and size of the group?
 - What topics is the class studying?
 - What kind of group is it? Class, after care, summer care, etc.
 - What does the teacher expect from us?
 - What do they want students to learn?
 - Does the teacher have an activity or journal for the students to complete?
 - Are there any special needs or concerns that we should be aware of?
- Tell students about personal space bubble if they are too crowded around the group leader.
- Tell the students that at the end of the tour they will be asked to share one special thing that they learned during their visit.
- Engage students by asking things such as if they have ever seen a bighorn sheep/arrowhead/etc.
- If they are not attentive, move on to another topic.
- A physical move can be beneficial to disinterested or tired students.
- Have additional staff or volunteers to help with larger groups.
- Have a backup plan for bad weather, staff shortages, and non-involved teachers.