

We the People

CONSTITUTION TOUR Information for Teachers



Dear DC Educators:

Below is some important information that you will need to make your We the People Constitution Tour run smoothly. Here's what you will find:

- Specific Information About the Tour
- How To Prepare Your Class for the Tour
- What Will Be Expected from Teachers and Chaperones During the Tour
- The Lunch Menu, Lunch Procedures

We are very excited about having your class join us on the tour! If you have any questions, please don't hesitate to contact me. I can be reached at 301-309-6601 or via email sdhoff@childrensconcierge.com.

Thank you!

Dee Hoffman

For the *We the People Constitution Tour Consortium*



Specific information about the *We the People Constitution Tour*:

On the Day of the Tour:

- The Old Town Trolley will arrive at **9:00 am** at the front of your school (unless otherwise directed) to pickup your class for the tour. Please have your students ready to board the Trolley when it arrives.
- If you will be late for any reason please call Dee Hoffman so she can alert our tour leaders and volunteers. 301-442-5437 (cell) or 301-309-6601 (office).
- Use of radios, iPods, cell phones, CD players, MP3 players or other electronic devices on the tour is not permitted.
- Your class must clear security at least two stops on the tour. For smooth clearance here metal objects such as large belt buckles, studded belts, loose change and heavy jewelry are discouraged.
- We discuss many sites on the tour but time only permits us to stop and get off the Trolley at five of these—the grounds of the US Capitol, Lafayette Park and The White House area, the Lincoln Memorial, the FDR Memorial and the National Archives. Students, chaperones and tour leaders will do a considerable amount of walking at these stops.
- We do not provide the opportunity for shopping at sites visited on the tour.
- The time riding on the Trolley is considered valuable teaching time. During the ride, tour leaders will offer commentary, point out sites relevant to the tour, ask questions and direct students to think about and complete the activities in their Student Guide.



- There will be three bathroom stops during the day—at the Lincoln Memorial, at the FDR Memorial and at Lunch.
 - You will stop for lunch at The Department of Agriculture Cafeteria around 11:30 am.
 - The Trolley will return you to your school **around 3:00pm**.
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Preparing your students for the *We the People* Constitution Tour:

- **Introduce the Constitution**—Students should have a basic understanding of the United States Constitution before taking the tour.
- **Present pre-tour activities found in your Teacher Resource Guide.** This guide (included with your pre-tour materials) was developed by teachers who have taken the tour with their students over the last few years. The activities they developed are intended to go along with and embellish your classroom curriculum. They can be used either before or after your students take the tour. We hope you find them helpful!
- **Review the visual summary of tour sites**—Students should have a general idea of what they will be investigating on the tour. Please use the visual summaries we have provided to familiarize your students with the sites that will be on the tour.
- **Review items that may not be brought on the tour**—Radios, iPods, cell phones, CD players, MP3 players or other electronic devices are not permitted on the tour. Metal objects such as large belt buckles, studded belts, loose change and heavy jewelry are highly discouraged.
- **Alert students to their responsibility for their personal items**—After clearing security students must claim any of their personal items that were scanned separately.
- **Please have your students prepared to do some walking!**—While students spend much time riding on the Trolley, there is considerable time walking and climbing stairs outside. It is helpful if students are prepared in advance for this time.
- **Remind your students to display respectful behavior**—Please remind your students that while on the tour they are representing their school and will be expected to display respectful, courteous and appropriate behavior at all times.

What is expected of teachers and chaperones during the *We the People* Constitution Tour:

- **Have your students ready**—Teachers are expected to have their students ready to board the Trolley and begin the tour at 9:00 am.
- **Ensure ratio of 10 to 1**—Teachers must have students divided into groups of 10 with a chaperone assigned to each group. If your class is using more than one Trolley, there must be a chaperone on each Trolley, who is an authorized representative of your school. During the course of the day there may be times when the three Trolleys will not travel in tandem. For safety, students will need to stay in their groups, as much as possible, whenever they leave the Trolley to explore tour sites.
- **Maintain control of students**—Teachers are expected to remain in charge of and in control of their students at all times, especially when they are not on the Trolley.
- **Clear security before students**—At least one teacher is expected to clear security first, before the students, at lunch and at the National Archives. This teacher must be responsible for gathering and supervising students as they clear security and wait to go to lunch or to begin their tour of the National Archives.

- **Help students complete the activities in their Student Guide**—When they board the Trolley we will give each student a *We the People* Constitution Tour Student Guide. Teachers and chaperones will be expected to help students complete the activities in their guide, as directed by Cousin Sam. The activities have been designed to accompany the sites explored on the tour.
- **Demonstrate interest and enthusiasm**—Teachers are expected to be actively involved in and to encourage their students to participate in the experiences the tour offers.
- **Return to Trolley on time**—When students are exploring off the Trolley, teachers will be expected to make sure their students return to the Trolley at the requested time.
- **Assist students with lunch**—Teachers are expected to be responsible for the orderly flow of their students through the lunch process and for the conduct of their students during the entire lunch experience. **There will not be a tour official with you during lunch.**
- **Participate in a pre/post tour evaluation**—Selected teachers will be asked to have their students complete some specific pre/post tour activities. Student performance on these activities will be used as part of our evaluation of the tour. We greatly appreciate your help and cooperation with this process!



Procedures for Getting Lunch:

Here are instructions for getting lunch for your students and chaperones:

- The Trolley will drop you off at the entrance to The Department of Agriculture.
- You must lead your students into the building, help them go through security and then lead them to the cafeteria. Security personnel will direct you to the cafeteria.
- When you arrive at the cafeteria, Chef Kama, the executive chef or his representative, will greet you and give you specific instructions for getting your lunch.
- Everyone may go through the line for food and beverages only once. Sorry but no seconds or refills are available.
- Teachers and chaperones are expected to help students get their lunches and direct them to the assigned dining area.
- Teachers and chaperones must sit with the students and are expected to be responsible for the behavior of their students at all times.
- Restrooms are located right outside the cafeteria and may be used at any time.
- Please return to the Trolley at the requested time.

Lunch Menu

**Slice of Pizza, Cookie,
Piece of Fruit and Soda**

**Lunch is in The Department
of Agriculture Cafeteria**