

Guidelines for School Group Reservation and Visitation

Effective 6/2005

The following guidelines for school groups provide information regarding the education program at the USS *Arizona* Memorial. Questions regarding these guidelines should be directed to the Education Director Kendall McCreary at (808) 422-4257.

Introduction

The USS *Arizona* Memorial offers an educational program for the 4th through the 12th grades & college students. The purpose of this program is to provide a supplement for ongoing education objectives in school curriculums. The program consists of an introduction by a Park Guide or Volunteer in the theater; a 24-minute documentary film, a 9-minute Navy boat ride and a 10-minute stay on the Memorial. The whole program is one hour, 15 minutes in duration.

Group Size

The maximum number of students with reservations may not exceed 300 including chaperones. The granting of a reservation for two groups on the same day will depend on whether another group has already filled one of the slots for that day.

Reservations

Program tickets are reserved for up to two educational groups per day (or 300 tickets, whichever comes first). Groups larger than 150 people will be evenly divided into two groups and placed on separate programs. All educational groups must be placed on programs a minimum of 30 minutes apart. Reservations are accepted no later than two weeks or up to one year in advance of the date requested. Schools should specify second-choice dates as well.

Reservation requests must include the following information: name of school, grade level of students, date requested, alternate dates, arrival time and program time, number of students and chaperones, a name & phone number of the contact person. This information must be on official school letterhead and signed. It must be faxed to the education director at 483-8608 (e-mails are NOT acceptable). Schools represented by tour companies must state that the company is officially representing the school in its visit to the Memorial.

Tickets will not be set-aside for any group lacking this official letterhead request.

Teachers and Chaperones

Each group is required to have one adult chaperone per 10 students. We encourage groups with younger children to provide more adults per students. Because the USS *Arizona* Memorial is a national shrine, the appropriate behavior should be demonstrated by all student and chaperones who visit the site. Teachers & Chaperones are responsible for the behavior of their students. The lead teacher for each group is required to check-in with the Memorial Ranger when the group arrives by boat and gives him/her the class behavior report card form.

Visit Day

Each group must arrive at least 30 minutes prior to their program time for orientation and ticket distribution. Groups that are late risk forfeiting their tickets to visitors waiting in line. The lead teacher of the group should proceed to the information desk and notify the staff of their arrival. Tickets will be given to the school leader along with a class behavior report card. This report card will be given to the Memorial Ranger once on site. When available, the Education Director or a Park Guide will provide an orientation to the group prior to the program. The group is then responsible for lining up in front of the theaters at least 10 minutes prior to the program. For security reasons no bags or other items that offer concealment are permitted on park grounds.

Appropriate Behavior

While at the USS *Arizona* Memorial, the students are expected to be well behaved and demonstrate appropriate behavior befitting this site. Approximately 1.5 million visitors visit this National Park Service site each year from every country in the world. It is an international site, a sacred shrine, and a cemetery. At the visitor center complex students should be under the control of their teachers or chaperones at all times. In the theaters students should sit quietly during the presentation. On the Memorial quiet contemplation is the expected type of behavior. Teachers and chaperones are responsible for controlling their students on the Memorial so that all visitors are able to experience the site in a quiet contemplative manner. Reservations for schools groups are a courtesy extended by the National Park Service (NPS) and not a right. The NPS reserves the right to deny a group access into the theater or onto the Memorial if these rules and guidelines are not followed.