

Oren Dunn Museum
689 Rutherford Road at Ballard Park
Tupelo, MS 38801
(662) 841-6438
museum@ci.tupelo.ms.us

Dear Teacher,

I am writing to you in regard to your students' upcoming guided tour at the museum on _____. Following, you will find a list of museum rules to cover with your students prior to their visit. Please ensure that your students adhere to the following:

- The teacher is solely responsible for discipline, not the guide. The guide is there to lead the tour, not to maintain order.
- Students must hold their questions until the guide asks for questions; otherwise the tour is continually interrupted.
- It is your responsibility to lead students in an orderly fashion from one exhibit to the next.
- There must be no cross talk among the students. This distracts everyone.
- Students must walk, not run.
- Have students obey the "Do Not Touch" signs.
- When the guide feels that the teacher has lost control over the students, the tour will cease until order is restored.
- Please make sure that your students have used the restroom before the tour so we can proceed without interruption.
- Please be on time. A tour that starts late prohibits the guide from completing other duties.

Thank you for your patience, understanding, and help. Together we will provide a learning environment for your students.

Sincerely,

Museum Staff