

Guidelines for Chaperones on Guided Group Visits

School visits provide a valuable educational experience. Without the help of parent and teacher chaperones like you, a successful experience would not be possible. We thank you very much for giving your time and support.

In order to help ensure that school visits result in safe and rewarding experiences for all participants, we have prepared these guidelines.

1. We expect chaperones to follow and support the directions given by the coordinating teacher, museum educator, docent, and all other personnel, including Security and Visitor Services staff.
2. No food or liquids are allowed in the Museum. Please turn personal devices off or on silent. Photography in the galleries is limited. Flash photography is never permitted.
3. Please supervise all the students in your group at all times while at the Museum. Keep an eye out for students who are too close to works of art—touching can be accidental or deliberate. Students must be accompanied to the restroom by a chaperone.
4. Chaperones help students stay focused on discussions and activities run by the museum educator or docent. When moving between galleries, chaperones help the museum educator or docent gather materials, line the students up, and ensure that the students leave the gallery space in a quiet and orderly manner. Your assistance with keeping the group together in the galleries and focused on the activity at hand allows the educator to concentrate on teaching the students and creates a rewarding experience.
5. It's the chaperone's responsibility to notify the museum educator or docent of potential interruptions or situations regarding student health and/or safety (i.e., medical problems, potential behavior issues, etc.). It is the teacher's and chaperone's responsibility to communicate this information prior to the start of the visit. Please inform us ahead of time of any assistance you require or issues that will help us plan ahead.
6. If students are taking notes or making sketches, remember that only pencils are allowed in the galleries. No wet media, including pens or markers, are allowed.

7. Ratio of Chaperones to Students

Fifth Grade and Younger: **One chaperone is required for every 10 students.** For students 5 and younger, a ratio of 2 chaperones per group of 10 is desirable. Younger students may also be divided into smaller groups as necessary.

Sixth Grade and Older: **A minimum of one chaperone for every 15 students is required,** although an additional chaperone per group is recommended.

