Guidelines for Docent-Guided Visits
Hallie Ford Museum of Art

- Teachers are encouraged to visit any exhibition that they plan to present to students.

- Preview the exhibition with students. Sharing images and information with students before the Museum visit will make the experience more meaningful.

- A chaperone of one per 10 students is required and must stay with the group(s). Chaperones must understand that their job is to assist students. This means knowing where their group is at all times and monitoring the behavior of their group.

- Please schedule time after the docent-led tour for any assignments, games, or scavenger hunts. Docent tours are interactive and require the full attention of the students. See Guidelines for Teacher- and Chaperone-guided Visits if you are staying after a docent-led tour.

- Student groups are required to maintain the same museum and school behavior standards expected of any group visiting the museum.
  - We ask that you do not touch any of the artworks – even the smallest amount of oil from the skin can damage the surface over time. Please go over this policy with your students before you visit.
  - Backpacks or large purses/bags are not allowed in the galleries. There is a coatroom where students may leave these items.
  - No food, water or gum allowed in the galleries.
  - Photography using cameras or cell phones is not permitted.

- A security guard is present to protect the artwork and ensure the safety of museum visitors. If necessary, the guard will ask teachers/chaperones to supervise students more closely. If a second warning is required, the student(s) may be asked to return to the foyer until their class is ready to leave the museum.

- Groups that enjoy a docent-guided tour but request additional time in the museum need to follow these guidelines as well. Keep in mind that students may be tired. It is recommended that classes spend a shorter length of time in a second gallery, focused on fewer concepts or ideas.

- To assist Docents, please have students wear nametags (first name only).

- Teachers should copy this information for adult chaperones to read before visiting the Museum.