

**Scheduling**

Self-guided visits must be booked in advance. This assures that the Museum galleries do not become overcrowded and your visit will be a pleasant and profitable one.

**Teacher Preparation**

Preview the Museum in person. Know the layout of galleries and the type of artwork you wish your students to view. Make a plan for your visit. If your plan includes activities, like worksheets or drawing, let us know so that our staff is prepared for this kind of activity in the gallery.

**Student Preparation**

Students who understand the purpose of their visit find it more valuable and enjoyable. Share your visit plan with your class. Convey to your students the standards of appropriate Museum behavior (see below).

**Chaperones**

Secure an adequate number of chaperones (1:10 preK-3; 1:15 grades 4+). Consider how to divide groups in advance of arrival to ensure adult supervision in every gallery students visit. Chaperones are responsible for student adherence to Museum policies. Unchaperoned groups of young children or groups demonstrating inappropriate behavior will be escorted to the lobby.

**Museum Behavior**

The objects in the Museum are unique. Encourage students to show respect for the objects by not touching them. Students should respect the presence of others by refraining from running, rough-housing or loud talking.