




PORTLAND MUSEUM *of* ART

### **Guidelines for Chaperones**

The Portland Museum of Art is grateful to the teachers, caregivers, and adults who take the time to join a museum fieldtrip as a chaperone. We value your time and believe you play a key role in making school visits more enjoyable and educational. We ask all chaperones and group leaders to please observe the following guidelines:

- If possible, please divide students into groups of ten or fewer with at least one chaperone in each group.
- If possible, please arrive wearing nametags. This will help our docents to call on students by name in discussions.
- Remain with your group and always keep a headcount of your students.
- Please refrain from using devices on the tour, unless you are documenting the tour or have another specified task as requested by your teachers or docents.
- Resist the temptation to direct the content or pace of the tour to any great extent.
- Help students remember and respect the Museum Manners.
- Photography of artworks is allowed, except those artworks or exhibitions which include this

icon:  Video is not permitted in the museum.

### **Museum Manners for Students**

- Please use walking feet and stay with your group.
- Do not touch the artwork, labels, or walls.
- When viewing or pointing at artworks, please stay at least 18" or a foot and a half away.
- No food, drinks, or gum is permitted in the galleries.
- Graphite and colored pencils are the only writing utensils permitted in the galleries.
- Please leave backpacks, jackets, and other personal belongings in the provided area. Secure lockers are available in the coatroom.