

## Teacher Guidelines

### **How can I plan a visit?**

The Clark policy requires all school groups to schedule their visit through the education department, whether it is a guided or self-guided visit. Fill out the [school visit form](#) completely, or call 413 458 0563 and speak with the Education Coordinator to discuss details about your class so we can make your visit the best experience possible.

### **Scheduling your visit**

The calendar fills up quickly; at least two weeks advance notice is required. Teachers and group leaders should have alternate dates in mind in case the first choice is booked. For the greatest availability of dates, please plan to make arrangements two months before your visit. The Clark can arrange a gallery talk with a docent Tuesday through Friday at 10:15 am, 11:30 am, or 1 pm. Other start times can be arranged if needed. Larger groups can be split over two times slots on the same day, or over multiple dates. Please contact us at least two months in advance to schedule visits for groups of more than 50 students.

### **What will it cost?**

The Clark is free to students and chaperones year-round. The Clark reserves the right to limit the number of chaperones or charge admission for extra chaperones. The suggested chaperone-to-student ratio is one chaperone per ten students. The Clark also has a generous transportation reimbursement program to support your visit.

### **What are the gallery talks about?**

Gallery talks can enhance student learning in general by helping students develop skills such as observation, analysis, reasoning, and appreciating perspective and ambiguity. Clark staff work with teachers to tailor gallery talks to particular areas of the school curriculum (art and science or paintings as historical evidence, for example) or classroom projects such as art and creative writing or a focus on the environment. Our approach involves in-depth conversation around a few works of art rather than a tour-like visit with many objects from our collection.

### **How long will the gallery talk last?**

Gallery talks generally take about an hour. Coatroom/bathroom breaks take time too, so please build that time into your plans. Groups that arrive late are not guaranteed their full time slot. We encourage you to plan for extra time to visit the galleries independently after the talk, or if you wish to visit the museum shop. In addition, a hike on our beautiful campus can be another great way to take advantage of the Clark's unique setting and round out the day's activities.

### **What role do the chaperones play?**

Chaperones, not Clark educators, are responsible for monitoring and enforcing the behavior of the students. Chaperones are expected to familiarize themselves with museum rules and must stay with their students at all times. It is helpful if teachers and chaperones communicate any pertinent information to the docents upon their arrival. Students should move from room to room as a unit with their chaperones during any self-guided portion of the visit.

## Transportation Reimbursement Program

Each year the Clark welcomes hundreds of school groups from communities in Massachusetts, Vermont, New York, Connecticut, and beyond. To ensure that as many schools as possible can take advantage of the Clark's educational programs, basic school bus transportation funding to and from the Clark is provided, in part or in full, for school groups that could not otherwise pay for transportation. To qualify for funding, groups must be able to make the round-trip journey on a yellow school bus to the Clark in one day during the school year and participate in a gallery talk with a museum educator. We also prefer that the bus is at least 75% filled (about 33 students).

To receive a partial or full transportation reimbursement from the Clark, schools must provide an itemized invoice from their bus company along with a completed [transportation reimbursement form](#).

### **Our policy is as follows:**

- For schools visiting within a 30 mile radius, and can make the trip within three hours (including round-trip travel time and museum visit time), the Clark will reimburse up to \$150.
- For schools that spend more than 3 hours at the Clark and are charged an additional hourly rate by the bus company, the Clark will reimburse \$35 an hour.

- OR -

- For schools that are more than 30 miles away, the Clark will reimburse an additional \$3.00 per mile traveled.
- The Clark will use the mileage number from the shortest route. If the bus takes a longer route, please let us know.
- Please note: The Clark retains the right to pay either additional mileage or additional hourly rate (usually whichever is more) based on final cost of transportation.
- The Clark will reimburse after the school's visit.

If this policy prohibits your class from visiting, please call the Education Coordinator at 413 458 0563 to discuss your situation. Our goal is to make it possible for all students to visit the Clark.