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**Jordan Schnitzer Museum of Art Chaperone Guide**

**Please give a copy of this page to each chaperone.**

**Welcome to the JSMA!**

**Thank you for being a chaperone for your student’s tour.**

**We will review the 3R’s with the students:**

**Respect each other**

**Respect the artwork**

**Respect the materials**

**Here is a review of procedures for Chaperones to know:**

* Food including gum, candy, backpacks and large cameras is not permitted in the galleries. You will be able to leave them in the meeting room prior to the tour. *This protects the galleries.*
* No touching of the art or the walls of the galleries. *This protects the art*.
* Chaperones will help keep the group together at all times by staying behind the group, while the docent leads. *This protects the children*.
* The tour is focused on the students, we will ask lots of questions; please support them by allowing them time to answer.
* Please be prepared to assist with materials distribution in the studio if needed.
* Chaperones should be ready to separate children that are exhibiting disruptive behavior.
* Stay aware in case a student needs the restroom or is unwell.
* Please leave younger siblings at home so you can focus on the tour.
* Prepare for a 2.5 hour visit for most tours.
* Follow your school’s policies for volunteers.

In the event of disruptive behavior, the teacher and/or chaperone will need to resolve the situation. If the situation persists, the museum reserves the right to ask the group to leave.

Being a chaperone is a wonderful way to be a part of your student’s visit, and is also an important responsibility. Thank you, we appreciate your support!

**In an emergency call JSMA Security Staff** at 541-346-6406.