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# SCHOOL TOURS

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## Rules & Guidelines

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*Please review the following guidelines carefully.*

*Help us teach students about visiting an art museum and appreciating the art within!*

### *General Guidelines*

- 1 adult chaperone is required for every 10 children under 18 years of age.
- Maximum of 60 students per hour-long tour slot.
- Please, no backpacks, cell phones, pens, food, or drinks in the gallery.
- Please, no photography in the galleries.

### *Model Appropriate Behavior*

- Stay with the docent and your group at all times.
- Speak in a low voice and do not speak over the docent.
- Maintain a 3-foot distance from all works of art.
- Help to focus and refocus students' attention on the docent.

### *Guide Students to Respect the Museum*

- Ask students to throw away gum and food before entering the museum
- Ask students to leave cameras, phones, and backpacks on the bus.
- Ask students to speak in a low voice.
- Ask students to walk at all times.
- Remind students not to touch the art. Works of art are valuable; they cannot be replaced if damaged. Merely touching a work of art will cause damage due to the oil and salt in a person's skin. Works can also be scratched, or worse, a student may fall into it and injure both themselves and a work if they are too close. Please encourage care.
- Remind students to follow instructions, including sitting when instructed, at least 3 feet from the work of art.