

Teacher Guidelines

How can I plan to visit?

Complete the [school visit form](#), including the school name, address, your contact phone number and name, number of students, grade, number of chaperones, and preferred date/time and two alternate dates/times. Or, call 413 458 0563 and speak with the education coordinator.

Scheduling your visit

The calendar fills up quickly. At least two weeks advance notice is required, and teachers and group leaders should have alternate dates in mind in case their first choice is booked. For the greatest availability of dates, 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. 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.

Transportation reimbursement program

Each year the Clark welcomes dozens 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 resources, basic school bus transportation funding to and from the Clark is provided in part or in full, for school groups that might not otherwise be able to pay for transportation. To qualify for funding, groups must be able to make the round-trip journey to the Clark in one day during the school year and participate in a gallery talk with a museum educator. Contact the education department for more information. Click to [download a transportation reimbursement form](#). You will receive confirmation materials including your transportation reimbursement request form two weeks prior to your visit.

How long will the gallery talk last?

Gallery talks generally take about an hour. Groups that arrive late are not guaranteed their full time slot. Coatroom/bathroom breaks take time too, so please build that time into your plans. 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. The Clark will provide drawing pads to your students if they would like to sketch their favorite works during their time in the galleries after the talk.

What role do the chaperones play?

Chaperones are responsible for the students they accompany, 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.

Guidelines for visiting the galleries

Due to space limitations, large groups must be divided into smaller groups of 25 students or fewer for gallery talks; the Clark recommends that group leaders organize this before arriving. One chaperone is required for every ten students. Teachers and chaperones are asked to advise students that:

- They must keep a safe distance (approximately two feet) from the works of art (this includes pointing fingers).
- They can only use pencils in the galleries.
- They should leave cameras, cell phones, writing utensils, and sketching materials in the coatroom/lockers during the gallery talk. Sketching and note-taking is allowed in the galleries after the gallery talk is over.
- Backpacks, food, chewing gum, and beverages (including water bottles) are not allowed in the galleries.
- Photography without the use of flash is permitted in the permanent collection, but not in special exhibitions, and not during a gallery talk.

Is it possible to schedule an unguided visit to the museum?

Teachers are welcome to take groups through the museum on their own, but must inform the education department of the date and time of their visit. The Clark cannot guarantee that teachers guiding their students themselves will have unimpeded access to the galleries. The transportation reimbursement program is not available for unguided visits to the museum.

What other resources are available to us at the Clark?

The Department of Prints, Drawings and Photographs has a collection of approximately 5,000 works on paper spanning the history of the graphic arts from the fifteenth century through the beginning of the twentieth century. Visits to the print study room may be arranged, by appointment, for students with an interest in drawing, printmaking, photography, or art history. Please note, however, that space in the print room is limited and it can only accommodate 12 people at any one time. Print room visits are recommended for high school level and above.

The Clark Library is one of the major reference and research libraries in the country. The library is free and open to the public Monday through Friday, 9 am to 5 pm. For more information, call 413 458 0532.

Teacher Professional Development Workshops are available by pre-arrangement, either at the Clark or at your school. Periodically, the Clark also hosts teacher workshops. Contact the education department for more information and to get on the mailing list.

Surrounded by 140 acres of expansive lawns, meadows, and walking trails, the Clark is located in a setting of profound natural beauty. Walking trails traverse the property,

including trails up historic Stone Hill, which offers a spectacular view of Williamstown and the Green Mountains of Vermont to the north.

Where can we eat lunch?

Currently, there are no indoor facilities for student bag lunches, but groups may picnic outdoors in good weather. There are sheltered picnic tables available for use on the grounds between May and October. If you prefer to dine at a local restaurant there are many appealing options in Williamstown. [Click here for more information.](#)

How can I reach the education department?

If you have any questions about these and other education programs at the Clark, contact the education department at 413 458 0563.