

## Teacher Guidelines

How do I plan an experience?

The Clark policy requires all school groups to schedule their experience through the education department, whether it is guided or self-guided. Fill out the [school visit form](#) completely, or email [education@clarkart.edu](mailto:education@clarkart.edu) to chat with the Education Coordinator to discuss details about your class so we can make your digital engagement the best experience possible.

### Digital Experiences

After you have designed a learning plan together with the Clark Education Coordinator and have scheduled a date and time, The Clark Education team will set up a Zoom meeting and will share an invitation with you to distribute to your students. If you prefer to use your own account or a different program, please discuss this with the education coordinator and be prepared to share meeting hosting privileges with Clark Education staff.

Clark Education staff will facilitate discussion, but we ask teachers to help encourage verbal participation or written participation via the chat box. Teachers are also asked to help monitor students for appropriate behavior.

Please remind students to change their display name so that it shows their preferred name and ask them to turn their videos and microphones on so to say hello, but ask students to mute their microphone when they aren't speaking. Clark Education staff will mute students when they are not participating so that everyone can hear.

### Self-Guided Visits to the Museum

Teachers are welcome to visit the Clark with their students if everyone in the group is adhering to protocol (wearing masks and keeping a distance of six feet from all other visitors). All self-guided groups must arrange their visit through the education department so we can be prepared for your visit and adhere to capacity limitations.

The Clark Education Coordinator will share additional visit information with you prior to your visit.

### Outdoor Experiences—Guided or Unguided

Outdoor walks on the Clark campus travel through pastures and trails. Remind students to wear sturdy footwear and clothing for the weather and terrain.

There are no nearby bathrooms or water fountains on the trails. Have students use facilities before departure and bring their own water bottle.

Please remind your students to be careful of outdoor artwork, wildlife, and other visitors. During COVID, all groups must wear masks and maintain a six-foot distance from other visitors, even when gathering outside.