

## Teacher Guidelines

### How can I plan a visit?

The Clark requires all school groups to schedule their visit—whether guided or self-guided—through the Education Department. We will work with you to tailor your experience to best meet your learning and teaching objectives.

To get started, please fill out the [school visit form](#). For more information on different options for your talk, please see our [School Group Gallery Talks](#) document. If you have any questions while filling out the form or about scheduling a visit, please contact [Lily McGartland](#) or call the department at 413-458-0563. Our goal is to work with you and your students to make your visit the best it can be.

### Scheduling your visit

Our calendar fills up quickly. Please give at least two weeks advance notice when booking. Teachers and group leaders should have alternate dates in mind in case their first choice is already booked. For the greatest availability of dates and times, please try to make arrangements two months before your visit. The Clark can arrange a guided gallery talk with a docent Tuesdays through Fridays at 10:15 am, 11:30 am, or 1:00 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 note, that all visitors over the age of twelve are required to be vaccinated against COVID-19 to visit the Clark. A signed letter affirming all members of your group (including teachers and chaperones) are vaccinated must be sent to [Lily McGartland](#) prior to your scheduled visit date.*

### What will it cost?

The Clark is free to students and chaperones year-round. The suggested chaperone-to-student ratio depends upon your students' grade level. We also offer a generous [transportation reimbursement program](#) to support your visit.

### What role do the chaperones play?

Chaperones, not Clark educators, are responsible for their students and their behavior during visits to the museum. All teachers and chaperones are expected to familiarize themselves with the Clark's policies (included in your visit confirmation letter) and remain with their students at all times while in the galleries. It is helpful if teachers and chaperones communicate any pertinent information about their group to their docent(s) upon their arrival.

### Guided Visits

Gallery talks can enhance student learning in a variety of ways. Education Department staff work with teachers to tailor gallery talks to particular areas of their curriculum or specific projects as well as the age and grade of their students. Our approach involves in-depth conversation around a few works of art rather than a tour-like visit covering many objects.

Guided gallery talks generally take about one hour. Coatroom and bathroom breaks take time too, so please build extra time into your travel plan. Groups that arrive late are not guaranteed their full time slot. We encourage you to plan extra time to visit the galleries independently after the talk or to visit the museum shop.

For some guided experiences, it may be possible to arrange an art-making activity to complement your visit. Please speak with the Education Department Coordinator to learn more about the possibility of organizing an activity as part of your visit.

### **Self-Guided Visits**

All self-guided groups must arrange their experience through the Education Department so we can prepare for your visit and ensure that your group understands the Clark's most up-to-date safety protocols.

Gallery materials (like drawing pads, self-guides to special exhibitions, Looking Carefully cards, and more) may be available for your group to enjoy during your visit. Please let us know if you would like to have any of these materials set aside for you in advance of your arrival.

### **Outdoor Experiences**

A hike on our beautiful campus can be another great way to take advantage of the Clark's unique setting and round out your day's activities. Outdoor walks on the Clark campus travel through both pastures and forests. The Education Department can provide you with copies of our art and nature-themed self-guide that examines the relationship between human beings and the wider natural world, or you can pick up copies of our more traditional Trail Guide at our Admissions desk. Please remind students to wear sturdy footwear and appropriate clothing for the weather and terrain. There are no nearby bathrooms or water fountains on the trails. Encourage your students to use the facilities before departure and to bring their own water bottles. Please be mindful of outdoor artwork, wildlife, and other visitors on our campus.

### **Digital Visits**

We encourage all school groups to visit in person to enjoy the full experiences of visiting the Clark. We realize that this is not possible for all groups. If your group cannot visit physically, please fill out the [school visit form](#), or contact [Lily McGartland](#) to set up a digital engagement.

After you design a learning plan with the Clark Education Coordinator and schedule a date and time, the Education Department will set up a Zoom meeting and share an invitation for you to distribute to your students. If you prefer to use your own account or a different program, please discuss this with the Education Department Coordinator and be prepared to share meeting host privileges with Clark Education staff. Though the Clark will facilitate discussion, we ask teachers to help encourage verbal or written participation. Teachers are also asked to help monitor students and encourage expected behaviors.