

TOUR INFORMATION

Schedule

Tours start at 10:00am and end at 11:30am. (Unless otherwise scheduled) Please comply with the schedule your school has been assigned. We appreciate your cooperation and ask that you contact us promptly with any problems at 863-688-5423.

Grouping of Students

Each individual class will remain together, forming two groups per tour. (Note: Schools should not bring more than 50 students per tour.)

Teachers/Chaperones

One or more chaperones are required for each group. We ask for there to be one chaperone per 10 children. It is imperative for the success of the tour that chaperones are alert and understand their responsibilities. Please review the Teacher/Chaperone Responsibilities sheet with each chaperone.

Name Tags

Students should wear nametags with their first name printed large enough to read six feet away.

Prohibited Behavior

Please inform your students and chaperones that the following behaviors are not permitted while in the Museum:

Touching Museum objects	Eating	Running	Shouting
Taking photographs	Drinking	Jumping	Chewing gum
Rough housing	Disrespect	Cell Phone usage	Aggression

Parking

School buses will enter from Palmetto Street, unload at the main entrance to the museum where the docent tour guide will meet the schools at the front door at 10:00am. The bus will use a designated bus parking area on the south side of the Museum nearest to Palmetto Street. (map attached) The bus should move to the main entrance of the Museum at 11:25am to be ready for loading.

YOUR MUSEUM VISIT

BEFORE YOUR VISIT

- We ask teachers to utilize pre-tour teaching materials found online. This information includes museum etiquette, guidelines, curriculum maps, and classroom activities.

<https://polkmuseumofart.org/4th-grade-tours>

WHAT TO EXPECT ON YOUR VISIT

Docent-led tours focus on engagement – introducing each exhibit in a way to create conversations between visitors and artwork. Tours encourage an atmosphere of love and appreciation for the arts, encourage critical thinking, and cover skills to connect viewers with the art on view.

Tours will proceed as follows, but can vary pending gallery installations and school schedule:

- A 90 minute, docent-led tour of:
 - the two main gallery exhibitions
 - the *SPIRITS: African and Oceanic Art* from the Dr. Alan and Linda Rich Collection
 - *Material World* and *What the World Eats* exhibitions

GROUP EXPECTATIONS

- We ask that your students look with their eyes and not with their fingers so we can preserve the works of art.
- Everyone should wear their nametags (teachers and chaperones included).
- Groups who arrive early may be asked to wait outside until their scheduled time. Groups who arrive late may have their tour time shortened.
- Teachers are responsible for the behavior of their students and are asked to participate in lining up the classes before, during and after the program to keep general order and to cope with special situations, which may arise. Classes exhibiting disrespectful or poor behavior endangering themselves, artwork, or other museum visitors may have their tour shortened.
- Teachers are responsible for bathroom breaks on an individual need basis.
- If time allows, students who bring spending money are welcome to visit the museum shop if they are supervised by a teacher or a chaperone. (Five students at a time.)
- We appreciate your feedback on the 4th Grade Education Experience. An evaluation form will be given to you and we thank you for taking the time to answer it and return it to us via courier.

TEACHER/CHAPERONE RESPONSIBILITIES

1. Use the list to call your group together before you enter the Polk Museum of Art.
2. Tell the students that they are to remain with you.
3. Supervise the students while one teacher notifies museum staff of your arrival.
4. Wait for the docent (tour guide) to lead you into the museum.
5. Stand behind your group of students to keep order while the docent leads the tour. Remain behind the group as you move from gallery to gallery. Teachers are responsible for the behavior of their students. The use of your cell phone during a tour is prohibited.
6. 6. Intervene immediately if students get too close or touches any art objects. This includes, but is not limited to paintings, photographs, and sculptures.
7. 7. If a student needs to use the restroom, please escort that one student to the restroom while the tour continues.
8. 8. If a disruptive student does not respond to reminders to keep his/her body under control, assign an adult to accompany the student to the museum lobby and wait there until the tour ends.

Chaperone name: _____ School: _____

Tour Date: _____ Teacher: _____

Students (list below):

BUS PARKING MAP

