



## Guidelines for Students and Chaperones

### **Six Helpful Hints for Team Leaders**

- 1.) **Be the boss:** You are responsible for the behavior of the students in your group! Gather your team to review expectations and museum rules before exploring the galleries. Let students know immediately if they are not meeting your expectations.
- 2.) **Be encouraging:** Encourage students to ask questions and praise them for inquisitiveness and good behavior.
- 3.) **Discuss & explore:** Use student questions as an opportunity to discuss and explore. Answer questions with a hint (e.g. “where could we look to find that out?” or “maybe this display can help us find out”) and summarize/share student comments with your whole team.
- 4.) **Look closely:** Ask your team these questions about objects/images you encounter:
  - What are we looking at? What is going on here?
  - What do you see that makes you say that?
  - What else do you notice/what more can we find?
- 5.) **Work as a team:** Encourage students to be respectful of each other’s ideas, to share materials, to take turns reading, and to work together to accomplish team goals.
- 6.) **Review:** When you are done with an activity, recap what your team did/saw/learned.

### **Guidelines for Museum Behavior**

Please go over these guidelines with your team:

1. Students must stay with chaperones at all times.
2. Use only pencils for writing in the galleries.
3. Do not lean on exhibits or use them as a writing surface.
4. Use inside voices at all times.
5. Obey signs – look before you touch.
6. No food, drink, or gum in the museum.
7. No running, pushing, or roughhousing.
8. No flash photography.
9. Reserve the elevator for those who need it.

*Please notify your field trip organizer or a museum representative if a member of your team is unwilling to follow MOHAI rules. For the safety of our visitors and exhibits, groups who do not follow these guidelines will be asked to leave.*

**For a half sheet handout of this information, please email Education at [education@mohai.org](mailto:education@mohai.org).**