

Teacher Guidelines

How can I plan a visit?

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

To get started, please fill out the [school visit form](#) completely. If you wish to discuss the different possibilities for your visit before filling out the form, email education@clarkart.edu to start a conversation with the Education Department Coordinator. Our goal is to work with you to make your visit the best experience possible.

Scheduling your visit

The calendar fills up quickly; at least two weeks advance notice is required. Teachers and group leaders should have alternate dates in mind in case the first choice is booked. For the greatest availability of dates, please 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, or over multiple dates. 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. The Clark reserves the right to limit the number of chaperones or charge admission for extra chaperones. The suggested chaperone-to-student ratio depends upon the students' grade level. The Clark also has a generous [transportation reimbursement program](#) to support your visit.

What role do the chaperones play?

Chaperones, not Clark educators, are responsible for monitoring and enforcing the behavior of the students during an in-person visit. Chaperones 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.

Guided Visits

Gallery talks can enhance student learning by helping students develop observation and reasoning skills and become more aware of and comfortable with different perspectives and ambiguity. Clark staff work with teachers to [tailor gallery talks to particular areas](#) of the school curriculum or specific classroom projects. Our approach involves in-depth conversation around a few works of art rather than a tour-like visit with many objects from our collection.

Gallery talks generally take about an hour. Coatroom/bathroom breaks take time too, so please build that time into your plans. 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 if you wish 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 possibilities for these activities.

Self-Guided Visits

All self-guided groups must arrange their visit 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 protocol.

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. Ask the Education Department Coordinator 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 (guided or self-guided) can be another great way to take advantage of the Clark's unique setting and round out the day's activities. 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. Encourage students to use the facilities before departure and bring their own water bottle. Please remind your students to be careful of outdoor artwork, wildlife, and other visitors.

Digital Visits

We encourage school groups to visit in person to enjoy all the wonders of being at the Clark. We realize that this is not possible for all groups. If your group cannot visit physically, the Clark education team will work with you to set up a digital visit.

After you design a learning plan with the Clark Education Coordinator and schedule a date and time, the Education team 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 hosting privileges with Clark Education staff. Though Clark Education staff will facilitate discussion, 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.

When your digital visit begins, please encourage students to change their display name so that it shows their preferred name. Invite them to turn their videos and microphones on to say hello and remind them to mute their microphones when they aren't speaking. Clark Education staff will also mute students when they are not actively participating so that everyone can hear.