

Chaperoning a Field Trip: Expectations and Guidelines

Thank you for booking a field trip with the Museum of Idaho, where we bring the world to Idaho and Idaho to the world! We appreciate you including us in your curriculum.

What is a Chaperone?

A chaperone is an adult that has been assigned a group of students before arriving to the Museum of Idaho and is subsequently responsible for that group of students' behavior and safety. They help to ensure that every student gets a great experience at the museum.

- For *Pre-K through 5th grade* the required ratio of chaperones to students is 1:6 while the required ratio of chaperones to students for *6th grade through 12th grade* is 1:10.
- Upon arrival to the museum all chaperones will be loaned a badge that identifies them as such. Those badges will be collected by museum staff or volunteers at the end of the visit.

Teachers, chaperones, bus drivers, and 1-on-1 aides all receive free admission to the museum during their scheduled field trips as a thank you for helping to direct student behavior.

- A teacher may choose to assign themselves chaperone duties, but will be allowed to enter for free whether or not they are in charge of a group of students.
- A 1-on-1 aide will receive free admission and should only be in charge of their assigned student (not a group of students).
- A bus driver may be assigned chaperone duties, but will be allowed to enter for free whether or not they are in charge of a group of students.

What is *not* a Chaperone?

Any adult accompanying students on a field trip that has not been assigned a group of 6 or 10 students (and is also not a bus driver, 1-on-1 aide, or teacher to the students present) is not considered a chaperone. These adults will need to pay regular admission price to visit the museum, but are welcome to join the class during the field trip.

What is expected of Chaperones?

Chaperones are expected to direct the behavior of their group of 6 or 10 students' as per the *Museum Manners* provided to the group upon booking. Our staff will review these *Museum Manners* with your group upon arrival, but it is imperative that chaperones are informed of the guidelines before arrival so they know what to expect. In addition:

- Chaperones are expected to keep their group of students together in each gallery of the exhibits, ensuring students maintain a walking pace, inside voices, and respect for the artifacts and other visitors. Staff will accompany the group and instruct chaperones about where to guide their students throughout the museum and when to move them to a new exhibit space.
- Chaperones are expected to keep their group of students out of the Putnam Discovery Room and the gift shop during the duration of the field trip, as both areas are closed to school groups.

Failure by chaperones to maintain their group of students' conduct and safety will result in the school being invoiced for that chaperone's admission into the museum, at full price.

Thank you!