

# Teacher Checklist for School Visits

If you have any questions about your reservation, please call our Scheduling team at (310) 440-7322.

Please review our [COVID-19 Safety Measures](#).

## **BEFORE YOUR VISIT**

- Recruit chaperones. One chaperone (non-student over age 18) is required for every 10 students. A maximum of 1 chaperone per 10 students may accompany the guided lesson.
- Meet with chaperones and colleagues accompanying the field trip and share our "Chaperone Guidelines." Discuss the agenda for the visit, their roles, responsibilities, and your expectations.
- Please remind chaperones to always stay with their groups, even if their students are high-school aged. Students without chaperones will be approached by museum staff and it will be addressed promptly with the lead teacher.
- Make legible name tags for each student so docents can use their names during the lesson.
- Inform your students of the agenda for the visit - how long they will be in the museum, what time their lunch will be, whether they will be visiting the gift shop, etc. Studies show students learn more on a field trip when they have basic information in advance.
- Introduce the museum to your students with the following activities:
  - [Explore works of art](#)
  - [Explore current exhibitions](#)
  - [Pre-visit activities for all ages](#)
  - [Videos to share with your students](#)
- Do the "[Protecting Art for Future Generations](#)" activity to help students learn why we ask them not to touch the art on display. Ask students to help us protect the art by staying at least 12 inches away from works of art and being careful with pencils in the gallery. Remind them not to point at works of art with pencils.
- Practice close looking with your students. Do the "[Thirty-Second Look](#)" activity to help them learn the benefits of slowing down and looking closely at works of art.

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## UPON ARRIVAL AT THE GETTY CENTER

**PLEASE BE AWARE THAT OUR LUNCH PROCEDURES HAVE CHANGED FROM PREVIOUS YEARS. All students will eat lunch in the Garden Terrace Café near the museum galleries. Seating is limited so please be aware of and adhere to your assigned picnic time which is coordinated to your tour time. Please make sure that all adults accompanying the group are aware of the lunchtime.**

- Upon arrival in the Parking Garage, please have all chaperones and teachers exit the bus and meet with a visitor services associate.
- Before you leave your bus or car, please note that these items cannot be carried in the museum and should be left in the vehicle:
  - Water bottles
  - Backpacks (backpacks with emergency materials are an exception)
  - Umbrellas
  - Gum and food
  - Pens and markers
- Please inquire with reservation team about assistance with lunches. Subject to change depending on staff availability.
- The visitor services associate will direct you to student bathrooms before you board the tram. They will then provide directions to the tram, which will take you to the museum at the top of the hill.
- When you exit the tram at the top of the hill, your next steps depend on your tour time.
  - **Groups with guided tours at 10:15 and 11:15:** After the tour, you will either have time to explore the galleries or be directed to The Garden Terrace Café for lunch, depending on your lunch schedule. *Please review your schedules ahead of time.*
  - **Groups with guided tours at 12:15:** At the top of the hill, staff will direct you to the Garden Terrace Café for lunch. Please use our white Getty coolers to store leftovers while on the guided tour if needed. Meet the coordinators at the front of the museum 5-10 minutes prior to the scheduled tour time.

**IMPORTANT:** If your tour is at 12:15, you will have lunch **BEFORE** your tour. Students will only have 30 minutes allotted for lunch and buying lunch at the coffee carts or Garden Terrace Café may delay your tours. To avoid delays, we suggest you bring your lunch. Food and beverages must be consumed before the tour since they are not allowed in the galleries.

**BEFORE YOU LEAVE:** At the end of the day, teachers, chaperones, and students are responsible for clearing out leftovers in the Getty coolers before returning to the bus. Any items left behind will be disposed of at the end of the day or teachers will have to arrange with security to pick up personal items at lost and found.

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- Your entire school group will be separated into smaller groups for the Guided lesson. We will tell you the exact number of groups and students per group before your Guided lesson, based on your total number of students, chaperones, and how many docents are available. Your flexibility and assistance with this process are greatly appreciated. Feel free to visit our Central Garden or the museum store if you do have free time.
- We will be allowing students to re-enter the galleries with their chaperones and/or teachers but please avoid interrupting tours in progress or rooms that may reach a max occupancy.
- Make sure all accompanying adults know the place and time you have chosen for your school to meet after you have finished visiting the galleries.

## **AFTER YOUR VISIT**

These simple [post-visit activities](#) will remind students about what they saw and reinforce what they learned during their guided visit.

## **STANDARDS ADDRESSED**

Guided lessons address Common Core Standards and support the Visual Arts Content Standards in the areas of Artistic Perception; Historical and Cultural Context; Aesthetic Valuing; and Connections, Relationships, and Applications. They also address standards in History-Social Science and English-Language Arts.