



Museum of Art Student Trips

Information Sheet: Art in the Schools

The Wake County Public School System Art In The Schools (AIS) program strives to meet the Standard Course of Study guidelines by introducing 3rd, 4th, and 5th graders to art heritage at the North Carolina Museum of Art (NCMA). In preparation for your school's visit to the Museum for a guided tour, volunteers or staff at each school should lead slide discussions in the classroom. **The NCMEA is excited to announce that an online version of the 3rd grade program will be launched this fall at www.ncartmuseum.org (look under Education and Teacher Resources).** Training for the slide and online presentations occurs at the Museum.

Please prepare your school for this trip based on the recommendations of the Art Museum.

AIS Training Session dates usually occur in October.
Location: NCMA Auditorium (Education Wing)

Note: Sessions are offered for 3rd grade, 4th grade and 5th grade.
Each session is specific to one grade level.

SPECIAL NOTE – FOR THE 2009-2010 School year only.
No Field Trips but Other Resources Available

The North Carolina Museum of Art will close at 5 p.m. Sunday, September 6 as final preparations for the opening of the new gallery building begin.

The Museum will continue to support educators with classroom resources available all year, including a wide array of online games, lesson plans, and permanent-collection overviews. Visit ArtNC (<http://www.ncmoa.org/artnc>) to access these educational resources and programs; materials can be searched by subject, grade level, and geographic region.

Free loan resources can also keep the Museum's rich offerings in your lesson plans and in students' imaginations (no cost three-week loan, postage paid). Designed to motivate your students with the unexpected—whatever your subject, from science to social studies to reading to art, these resources bring the Museum to you. E-mail Jen Coon jcoon@ncmamail.dcr.state.nc.us or call (919) 664-6820.

The Museum Park will remain open daily during daylight hours. The grand opening for the new building is scheduled for April 2010. **Reservations for field trips in the 2010-11 school year will be taken beginning _____.**

- The museum schedules AIS field trips based on the dates you provide on the participation form. Please notify the Museum of any special needs students requiring individualized attention so that we may make our tours beneficial to everyone. Once master schedules are mailed, changes must be made by contacting the Tour Coordinator's office at (919) 839-6262 ext. 2144 or jtaylor@ncmmail.dcr.state.nc.us.

Note: Teachers should notify the Art Museum that their school will have a student with special physical/transportation needs when they schedule their trip to the museum. (Please note with the museum that you have a student that will need a handicapped bus.) Please communicate with your assistant principal that you will have this need. The assistant principal should contact Michelle Faircloth in the Transportation Office (856-2872) to confirm this request at least 2-3 weeks prior to your trip.

- **Pending Available Funds from Arts Education - Transportation funds from Central Office are provided for 3rd grade visit only.**
- A confirmation letter will be sent 3 weeks before your school's tour date. Teachers are asked to reconfirm the trip by telephone one week prior to the visit. Please share the attached Museum guidelines for student and chaperone etiquette to visiting teachers, students, and chaperones.
- Groups will be determined by the Tour Coordinator based on the number of available docents. Please inform chaperones that pre-arranged groups will be pre- and post- visit purposes only.

We look forward to seeing you and your students at the Museum this year!

WE ARE GLAD THAT YOU ARE VISITING! HERE IS WHAT YOU NEED TO KNOW:

TO CANCEL: Call 839-6262, ext. 2144 as soon as possible.

ARRIVAL TIME: 10 minutes before scheduled tour time. Your tour will start at scheduled time; therefore we ask that you do not arrive more than 15 minutes early. Upon arrival, have your group leader give the tour coordinator an EXACT number of students present.

LATE ARRIVAL: Tours will be cancelled after 30 minutes. Please notify 839-6262, ext.2144 of ANY late arrivals. Tours will be abbreviated when a group arrives late.

CHAPERONE DUTIES: Chaperones perform an important function at the Museum and are responsible for enforcing the student guidelines. Chaperone and Teacher instructions are outlined below. PLEASE READ.

1. Your group will enter and exit through the education wing entrance. The tour coordinator will divide the students into groups based on the number of available docents. **WE WILL DIVIDE CLASSES AND PRE-ARRANGED GROUPS.** Please notify chaperones and students that groups may be arranged for pre-and post-visit purposes only.
2. Chaperones must be 18 years of age or older.
3. Chaperones are to make sure their tour group stays together in the galleries.
4. Cell phones must be turned off during the tour. Docent may stop tour if parent answers cell phone in galleries.
5. We ask that adults let the students answer the docent's questions.
6. Young siblings are distracting to students and guides. Chaperones are asked not to bring children who are not associated with the student tour.
7. While on tour please do not have students do written activities or assignments. Students may take notes. Sketching or other assignments may be done after the tour. If you need further time in the galleries after your tour, please notify the Tour Coordinator prior to your tour.

RULES FOR ALL VISITORS:

1. Art may not be touched. Stay at least 12 inches from object at all times.
2. Remain with the group.
3. Please WALK at all times.
4. Leave gum, food, and/or drinks on the bus.
5. Photography is permitted in the galleries AFTER the tour, WITHOUT any flash. **No photography is allowed in special exhibitions.**
6. Backpacks, large purses, totes, and umbrellas must either be checked in at the Museum Information Desk, left in Education Lobby, or remain in vehicles.

MUSEUM STORE: 8 students with a chaperone can be accompanied in the shop at a time. To avoid congestion with other groups, return to your bus promptly.

WEB SITE: Prepare for your tour of the Museum with a visit to our web site www.ncartmuseum.org

THANK YOU FOR VISITING THE NORTH CAROLINA MUSEUM OF ART !