

Dear Chaperone,

Thank you for volunteering to be a chaperone on your school's visit to the Oregon Jewish Museum and Center for Holocaust Education. Being a chaperone is a great way to experience the museum, and it is also an important responsibility.

All adults accompanying a school group to OJMCHE, including teachers, are considered chaperones. It is each chaperone's responsibility to review the guidelines provided on this page and ensure that these policies are enforced.

Chaperone Basics

- OJMCHE requires one chaperone per 10 students. Please ensure that your group of students stay together during your time in the museum.
- Ensure that all students in your group have a name tag printed with their first name and group color. You may also choose to include gender pronouns.
- Learn the names and faces of the students in your group.

On the Tour

- Support the docent leading the tour by reinforcing the information presented to the group, managing and addressing discipline problems, and helping move the group from one area to the next.
- The students and their learning are the center of the field trip and will engage in discussion throughout the tour. We ask that whenever possible you allow students to participate and answer questions first.
- Be present. Just like the students, we ask that you keep your cell phones in your bags and on silent. We also encourage and appreciate when chaperones ask questions!

Museum Manners

- Do not lean or sit on the exhibition materials
- Do not run, lie down, or rough house
- Remain quiet when the docent or peers are talking
- Do not use foul language, yell, or fight
- Have all cell phones away and on silent
- Photos without flash can be taken after the tour
- Do not have any food, drink, gum, or pens in the exhibitions

Behavior

Throughout your visit, please enforce the museum's policies and privately address any student who is misbehaving.

In the infrequent event that a student's behavior is disruptive to others, the teacher and/or chaperone is responsible for resolving the situation.

Sometimes simply standing near or next to the student(s) stops the behavior. Other times, you may have to pull them aside. If disruptive behavior persists and the student needs to be removed from the tour, the chaperone can take the student to sit in Lefty's café until the tour concludes. ***You know your students best and we rely on you as a teacher or chaperone to address their needs and behaviors.**

Thank you for taking the time to read this. With your help, we can make this field trip to the Oregon Jewish Museum and Center for Holocaust Education or the Oregon Holocaust Memorial a meaningful experience.

Sincerely,

Amanda Coven

Director of Education

Oregon Jewish Museum and Center for Holocaust Education