

Chaperone Guide

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

All adults (21 or older) accompanying a school group to IHMEC, including teachers, are considered chaperones. It is each chaperone's responsibility to look over the rules provided on this page and during the initial orientation on the bus and see that these policies are enforced.

Chaperone Basics

- **Students must be accompanied by an adult chaperone at all times.** Please ensure that you and your group of 10 students or less stay together during your time in the Museum.
- Ensure that all students in your group have a name tag/label printed with their first name, school, and group color.
- Bringing siblings of varying ages on scheduled school tours is strongly discouraged. Admission fees will be charged.
- Support the docent leading the tour by reinforcing the information presented to the group, assisting with discipline problems, and helping move the group from one area to the next.
- The students are the center of the field trip and will be engaged in discussion throughout the experience, led by the docent. We ask that whenever possible, you allow your students to participate and answer questions, and you limit your own participation in group discussions.

Behavior

You are responsible for the proper behavior of your group and keeping track of each student in your group. Inappropriate behavior that detracts from others' experience will be dealt with at the discretion of IHMEC staff or docent volunteer. Such behavior may result in a group being asked to leave the building and could jeopardize future visits to the Museum.

- No touching the exhibits/artifacts
- No running, climbing over seats, or rough housing
- No foul language, fighting, or yelling

In the instance of disruptive behavior:

- The teacher and/or chaperone should resolve the situation.
- If disruptive behavior persists, the Museum reserves the right to ask the student(s) to leave the Museum.

Personal Belongings

For your safety, all items brought into IHMEC are subject to inspection. The entire Museum is monitored by video surveillance.

Please leave all coats, bags and valuable personal belongings back at school or on the bus. It is a very short walk from the bus into the Museum! IHMEC is not responsible or liable for anything left on the bus during your visit.

Prohibited items:

- Food and beverage (except bagged lunches for groups with Dining Hall reservation)
- Chewing gum
- Writing utensils (pencils, pens, etc.)
- Still and video cameras

Strongly discouraged:

- Cell phones or electronic devices (must be turned off)
- Heavy metal jewelry or belts

Teachers/chaperones may bring purses/bags and cell phones for emergency purposes, but they must be put on vibrate or silent.

Other Rules and Regulations

- Photography and videography are prohibited in the exhibits. Still photography is permitted in non-exhibition spaces and outside the building.
- The Museum is a non-smoking facility.

In an Emergency:

Contact any staff member or volunteer.

Lost Children:

If you lose track of a student or find an unattended one, please inform a staff member or volunteer immediately.

Chaperone Guide

Tour Time: _____

Lunch Time (if applicable): _____

Departure Time: _____

Teacher Contact Info: _____

Bus Driver Contact Info: _____

Student Names:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

