

### Campus Visitor Rules and Expectations

We strive to make our facilities accessible, and work to eliminate barriers for our current and prospective employees, students, and visitors. Furthermore, we are committed to respect and embrace equity, inclusion, and diversity in people, ideas, and opinions. We pursue inclusion of all voices, backgrounds, and perspectives, especially those marginalized throughout history.

Please make sure that all teachers and adult chaperones receive this information and take the time to read through and understand it before arriving on the Ball State University campus.

- **Ball State staff and educators depend on and appreciate your ability to manage the students in your care during all field trip activities and travel between venues, in order to provide your class with an enriching and safe experience on campus.**
- **In the event of an emergency, please call University Police at 765-285-1111 or 911.**
- **Ensure appropriate and vigilant supervision during school tours.** An accompanying educator of the School must remain on duty for the entire duration of the tour and is bound by all codes of conduct as determined by the School and the teacher profession in general.
  - In the event that a chaperone is unable to attend the field trip for any reason, the students in their group will be split into groups led by attending chaperones or teachers. Due to capacity limits in some venues, this may affect the ability to participate in planned activities.
  - Ball State University faculty, staff, and students are not to be considered chaperones or be left alone with any students, unless prior Unaccompanied Minor protocols have been completed.
- **General recommendations for Adult-Minor Chaperone Ratios will be strictly enforced.** They are as follows:
  - Children Pre-K to 3rd grade: **1 Adult for every 5 children**
  - Children 4th – 8th grade: **1 Adult for every 8 children**
  - Youth 9th – 12th grade: **1 Adult for every 10 youth**  
(youth are considered anyone under age 18)
- *These standards are in accordance with The American Camp Association (ACA) code of conduct for working with minors.*
- **Requirements for Proper Footwear** should be shared with students and parents at least one week prior to the day of your field trip, with frequent reminders.

- Please ensure that all students and chaperones wear **close-toed shoes fit for indoor and outdoor activities.**
  - Most field trips involve a decent amount of walking across gravel and grass, as well as indoor areas with potentially slick floors or other hazards.
  - **NO crocs, flip flops, or other slide-on shoes lacking support and protection.**
- **Make sure your group stays together** and plan to stay with your group unless asked to help with a student.
- **Always keep an eye on ALL of the children in your group.** Please silence your cell phones and put them away, so you can remain attentive to the needs of your students and those leading the tours/activities.
- Throughout your visit, **please enforce the campus and individual venue rules and quietly address misbehaving students.**
- **If a student refuses to follow the guidelines or is otherwise disruptive,** we will ask you to help us determine the best way to **remove the student from the activity and have a teacher or chaperone from your group stay with them** in a nearby location where they will not disrupt the experience of the other students.
- **Restrooms:**
  - Appropriate Adult-Chaperone Ratios must be maintained when minors are using public restrooms.
  - Campus Visitor Adult(s)-Chaperone(s) **must ensure no other individuals are in a public restroom prior to sending any minors in and also prevent any individuals from entering the restroom while the minors are present.**
- **Standard of Care:**
  - In the event that a minor or adult of the visiting group becomes injured, the visiting group should have the appropriate tools on site in order to administer care to an injured person in the event of minor injuries. **It is therefore recommended that the Campus Visitor Adult(s)-Chaperone(s) arrive with their own first aid kits in preparation for minor injuries.**
  - Please be aware that **any accident or incident requiring medical attention** must immediately be reported to University Police.
- **Be weather-aware.** Please check the forecast and ensure all visitors come prepared to travel *outdoors* from one field trip location to another or enjoy a walking tour.
  - Campus Tour groups may walk outside for up to 2+ miles to see everything.

- Ball State University **reserves the right to postpone field trips as needed due to severe weather conditions**; such as storms with lightning, below freezing temperatures, hail, flooding, or dangerous wind speeds.
- **Smoke-free environment.** Smoking, vaping, and use of tobacco products are strictly prohibited in University facilities and on University grounds.
- **All firearms are prohibited** on campus, regardless of any carry permit.

### **Venue Specific Rules and Requirements**

Please make sure to discuss all rules pertaining to the venues you will be visiting with your students in advance of arriving on campus. As you travel between venues on campus, we encourage you to remind your students of the rules for each individual space.

**\*If someone in your group requires elevator access or special accommodations, please be sure to notify your Ball State Field Trip Coordinator Contact *at least 2 WEEKS* in advance. \***

#### **Glick Center for Glass**

- Please **ensure students wear close-toed shoes** if their group will be attending the Center for Glass. Students wearing improper footwear will not be allowed to enter the Hot Shop and must watch the demonstration from the lobby viewing window.
- All participants in the Hot Shop must wear their own glasses or a provided pair of safety glasses **at all times**. Refusal to wear glasses will result in the student being removed from the activity and having to watch from the lobby.

#### **Charles W. Brown Planetarium**

- **The planetarium is opened specifically for your visit.** We do our best to open doors 10 minutes before your scheduled show time.
- Food, drinks, gum or candy are NOT permitted in the planetarium.
- Cellphones and any electronics that emit light must be silenced or turned off or silenced at the start of all programs.
- Please have members of your group refrain from wearing light-up shoes the day of their visit.
- Please do not touch any of the planetarium equipment.

#### **Christy Woods**

- Collecting plants, animals, rocks, sticks, etc. is **not permitted** in Christy Woods. Collecting degrades the ecosystems found within the area, ultimately decreasing the value as an educational facility.
- Do not leave anything in the woods such as trash or food, *even* if it is biodegradable.

- Please **ensure that students wear shoes** suitable for walking through gravel and do not kick or shift the gravel intentionally while walking, as this creates low areas that become muddy in wet weather.

#### **David Owsley Museum of Art**

- Backpacks, purses, bags, briefcases, water bottles, and umbrellas must be placed in the coatroom or available lockers located near the guard desk at the south entrance.
  - This excludes small cross-body bags or purses and bags containing *emergency* medical supplies (not first aid kits) that teachers are required to keep accessible to students in their care.
- Food, beverages, and chewing gum are not permitted in the museum.
- **Do not touch or lean against works of art, display cases, or pedestals.**
- Photographs for personal use may be taken **without flash** only in the permanent collection galleries. Please ask a guard or docent about photography rules for special exhibition areas.
- Clipboards and pencils for writing and sketching will be provided as needed. Pens and markers are not to be used in the galleries.
- Student name tags are much appreciated and allow docents to address students by name.

#### **Dr. Joe and Alice Rinard Orchid Greenhouse and Nature Lab**

- **Do not attempt to touch *any* of the live animals** that live in tanks or ponds throughout the building, only trained personnel may handle these animals.
  - If students are well behaved, they may be invited to pet one of our turtles gently with the assistance of a trained Ball State staff member, but must wash hands afterward due to a small chance of salmonella exposure.
- Be very careful and gentle around the blooms to avoid damaging the plants.
- Do not leave any doors open in order to maintain climate control necessary for different plant species.

**Thank you for your commitment and care in chaperoning your students!**