

ArtSmart

Docent Information and Guidelines

2011-2012

ArtSmart Contact Information:

- The following may all be reached at: ArtSmart@MarshallRoadPTA.org
 - Volunteer Support: Shannon Agniel
 - Artist/Project Information: Rita Monner
 - Art Cart Supplies: Jennifer Heflin

Guidelines

Contact your co-docents and support docents

- Decide how you will be working together this year: Who will be the lead? Who will give which presentations?

Attend the monthly docent meeting and artist presentation

- It is helpful to attend these meetings to learn about the artist and hear the discussion about the classroom art project.
- Coordinate with your fellow docents so at least one of you attends the meeting. It is especially helpful for the docent leading the artist presentation in class.

Schedule the presentation with the teacher

- Each grade level has specific instructions on how/when they want to schedule their ArtSmart session. Please refer to the Guidelines How to Schedule ArtSmart Sessions by Grade.
 - **ArtSmart is NOT to be scheduled during the Language Arts or Math blocks.**
 - Grades K-1: each class will schedule their own sessions with the teacher. Refer to the guidelines chart for the appropriate times/days; a lead docent from each class will do the scheduling.
 - Grades 2-5 will have a lead docent for the whole grade who will schedule all sessions for the classes within that grade (refer to guidelines chart for the appropriate times/days). The lead docent will coordinate with the teachers and docents for each classroom.
- Check the online cart reservation calendar (see directions below) to make sure the art cart is available for your timeslot. Once presentation time is confirmed, add your art cart reservation as an event to the online calendar. *Remember to allow at least 30 minutes between presentations (this allows the first group time to clean up the cart and return it to the closet and the second group to prep for their presentation). Projects do run over on occasion (with the teacher's permission). Set-up and clean-up can take time.*
- To sign up for the cart on the online calendar:
 - Go to www.localendar.com/public/ARTSMART
(Or go to the link on the Marshall Road PTA website in the ArtSmart section under PTA enrichment programs.)

- Once in the calendar, check availability for your presentation time.
- At the bottom of the page, click on “**Add Event**” button.
- In the add an event window, fill out the event form:
 - For title: list your name, teacher’s name and artist presenting
 - (sample: Jane Smith, Mrs. Hudner, Rockwell)
 - Description: leave blank
 - Location: if known, add teacher’s room number
 - Enter time of presentation
 - Once completed click on the **SAVE** button at the bottom of the form
- If you need to edit or delete your calendar reservation (event), you will need to login to the calendar site
 - Go to www.localendar.com
 - Login is: *artsmart*
 - Password is: *roadrunner*
 - The program will then allow you to make the changes by clicking on the event. You can make changes or delete your event

Get ready for your class. Create classroom and individual portfolios.

- Ask your teacher for a class list for you and your co-docents.
- In the ArtSmart area (right side) in the PTA closet, there are laundry baskets with folders for each teacher.
- If there isn’t a folder for your class, take some large railroad board, fold in half, and label it with the teacher’s name.
- As you collect student artwork, file in the classroom portfolio. We do not send home the artwork until after the Art Show in June. The portfolios may be kept in the ArtSmart area of the PTA Closet.
- We will create separate portfolios for each student in the class at the end of the year to send their artwork home.

Prepare for your presentation.

- If you cannot attend a docent meeting, you may contact the artist coordinator to assist you in gathering the materials. We keep extra copies of the presentation and project in PTA closet. The materials will also be available on the PTA website in the ArtSmart program section.
- Pick up the art cart located in the PTA closet. The closet key is kept in the main office on a blue PTA lanyard on a hook next to Carol Feinberg’s desk (last desk on the left). The elevator key is on a red lanyard and is kept in the same location. You will need the elevator key to bring the art cart to the upstairs classrooms.
- Review the artist visuals before your presentation. This can be done in the Teachers’ Lounge, the Pod, or at home. If you take home the portfolio make sure you e-mail the ArtSmart coordinators so we will know where the materials are located. **When the visuals are taken home, they must be returned to school first thing in the morning.** If you have an emergency resulting in a problem returning the portfolio to school, please contact us as soon as possible.

- Depending on your project, you will need 15-30 minutes before your presentation to set up. This can be done by one of the docents or support docents.
- It is helpful to test the project you will be presenting in class on your own student at home. This is one of the best ways to see problems that may occur for your age group or give you an idea of what to expect.
- Check the HELPFUL HINTS event on the Art Smart Calendar - as other docents make their presentation, they will add helpful hints of things that worked best or problems to avoid. Also, feel free to e-mail or call anyone who has made a presentation before yours. They can give you a lot of useful information as to how it went. After you give your presentation, e-mail the artist coordinator with helpful tips of what did or did not work. These can be passed on to all the docents.
- If you would like to see a presentation before giving yours, call the docent first and ask permission. Try to observe the same grade you are working with (or as close as possible) so that you will know what to expect.

Give the presentation.

- Introduce yourself to the students. Use the magnets and the easel to display the visuals.
- Keep an eye on the time. The presentation should last 10-20 minutes. Typically, everyone takes longer the first time and runs short of time to do the project. Orient the information in the lesson plan to your age group. After your first presentation, you will get a handle on it!
- Know your teacher's schedule and what comes next. If the class needs to go to a "special" (PE, Art, or Music) or lunch, you will need to finish on time. If they are staying in the room, you may have some flexibility. Don't make any assumptions; ask your teacher what kind of flexibility she has if you are running over.
- Relax! Everyone worries about what can go wrong. Those fears will dissipate after your first presentation. The students enjoy participating and will ask questions. Engage them. The students **love** this program and will be looking forward to your visit. The teachers have been requested to stay in the room to provide assistance with behavior as needed.

Do the project.

- If you schedule your ArtSmart session to follow a time when the students are out of the room, you will have the advantage of setting up in an empty classroom. This is a time-saver and highly recommended. However, think about what is put on the students' desks. If you set out brushes, watercolor paints, and water for a project, the students will probably find them more interesting than the presentation if they are sitting at their desks.
- Come into the classroom prepared for the abilities of your students. Lower grades need more preparation or simpler projects. Suggestions will be offered to adapt projects to different grade levels.
- Ask your support docents to help. Remember that you have only an hour in the classroom. Extra hands can help you meet that time crunch for more complicated projects. If you do not have a support docent, check with your room parent for names of parents who may be interested in helping out.

- Be sure each student labels his/her art project with their name.
- Use student helpers as needed to hand out supplies and clean up. Be prepared for students who will finish first. Have them do a helpful task such as pack up the portfolio.
- Allow time for clean-up.
- Leave the classroom in the same or better shape than when you found it. Thank the teacher and students for being a great class and leave. Don't forget the portfolio!

Put away the visuals and the project materials

- Return visuals and materials to the ArtSmart area of the PTA closet. Please leave the cart ready for the next docent.
- E-mail helpful hints to the artist coordinator for docents who will follow you. E-mail or phone the art cart supply coordinator if we are running low on supplies (artsmart@marshallroadpta.org).
- Double-check to make sure that you come back with the same number of items (magnets, brushes, marker packs, etc.) that you went to the classroom with. If you are missing something and run out of time, leave a note so that we know where to look for it.
- Return the PTA closet key and elevator key to the main office.

Prepare for the art show.

- The art show is held in early June.
- Docents will select the two best pieces of work by each student.
- You will receive more details in May.

End of School Year - send the students art work home

- After the art show, create individual portfolios with 18" x 24" paper for each student to hold his/her artwork so that they can transport their ArtSmart masterpieces home (you will be alerted when the paper for the folders is available in the PTA closet).
- Coordinate with your teacher the best way to distribute the portfolios to the students (i.e. help with putting them in the backpacks or students' boxes).