

ART SMART 2023-2024 Training

1. WHAT IS ART SMART?

- Art Smart is a program designed to coordinate the curriculum of the grade with a corresponding topic in art enrichment to further enhance the children's learning.
- The program is structured in that there are lesson plans available for 7 classroom lessons/projects (October, November, December, January, February, March & April). Each grade also has a suggested (local) "field trip" that has been designed to supplement the program, which typically takes place in May. For example, Grades K & 1 both visit the La Grange Art League, Grades 2 & 6 visit the Church, and Grades 3, 4, and 5 visit the Nettie McKinnon Gallery at Park JR High.

2. POLICIES AND PROCEDURES

- Any parent wishing to volunteer in the classroom must have records of completion Protecting God's Children Training (VIRTUS) and the Online Illinois Mandated Reporter Training on file with the school office. Please contact Peggy Evans at pevans@sfxlg.org with questions.
- There is a NO FOOD, NO SNACK policy for Art Smart. Please do not provide any snacks or treats during your time in Art Smart.
- There are usually two volunteers giving an Art Smart lesson in a classroom. However, if classes are light on volunteers, a single volunteer may need to do the lesson without another volunteer present. We also ask that you do not bring any younger siblings if you are volunteering in the classroom.
- The key to the Art Smart Closet is at the school's front office. When going to the closet please leave the door ajar and don't forget to return the key to the front office before you start your lesson (as there may be other volunteers that need to get in there while you are teaching your lesson). Also, please return all prints and research guides after the presentation to the CORRECT location.

3. ART SMART LEAD ROLES/RESPONSIBILITIES

- Get the lesson dates/times from teachers, and then assign volunteers to the lessons. Once this schedule has been created please send schedule to the Art Smart Chairs so they can create a master schedule/calendar.
- Although it is not required, it is recommended to use [SignUp.com](https://signup.com) to manage the schedule/calendar for your classes Art Smart lessons. It truly makes everything more automated, including reminders to volunteers about their upcoming Art Smart lesson! SFX Art Smart has its own login (artsmart@sfxlg.org, password: sfxartsmart). When you login, you will simply click on "Create New SignUp" and follow the prompts to create a SignUp for your Art Smart class.
- Although a given classroom's lessons run independently of the other classroom's lesson for a particular grade, it's helpful if the leads for a given grade are aware of when the other classroom's lessons are going on. The prints are shared, supplies are shared, etc. This can help to avoid panic attacks if lessons are back to back and parents go to the closet only to find that the prints aren't in there! Or all the supplies are missing!
- Remind volunteers about their upcoming lesson (and remind them that they should check the closet at least a few days in advance to make sure that there are materials).
- Let the teachers know who to expect. It's also helpful to give the teacher a heads up on what the project might entail.
- If classes are light on volunteers, the lead should consider sending an email to all parents in the grade and seeing if anyone else wants to help with the program. Then they should update the electronic version of their roster.
- Work with the teacher, front office and venue to make arrangements for field trips
 - La Grange Art League: Call the field trip coordinator at the Art League, 352-3101. The Art League has more flexibility in scheduling so you can wait until after the first of the year to secure a date. This is a walking field trip. www.lagrangeartleague.org
 - Nettie McKinnon Gallery: Please email Joyce Fitch at joyceef@mindspring.com to schedule your visit. The gallery is located at Park Jr. High. This is a walking field trip. You should schedule your field trip as soon as possible, the gallery is very busy in May! Gallery website: www.saltcreekart.org

- SFX Church: The church tours should be coordinated with Missy Westerhoff (Parish Secretary, sfxinlg@sfxlg.org). Please also copy Ashley Augustiniak (School Office Coordinator), aaugustyniak@sfxlg.org on email correspondence so she too is aware.
- Art Smart Field Trip Authorization Forms: This year we will be replacing the paper permission slips with Google Forms. More details to follow soon. The lead and homeroom teacher will be responsible for making sure forms are turned in.

4. ART SMART VOLUNTEERS - GETTING STARTED

- Before the date of the presentation (at least 2 days before), reference the lesson guides and project ideas in the supply closets or on the Art Smart website @ <https://sfxartsmart.weebly.com>). Here you can see the lesson plans and projects by grade level.
- While in the closet, make note of any materials you need for the project to ensure there are supplies. Please let us know if any supplies are missing from the closet.
- The Art Smart visits are anywhere from 45 minutes to 1 hour, with the first half of the time for discussion and the second half for the art project that correlates with the subject.

5. ART SMART VOLUNTEERS - PRESENTATION OF THE ART/PRINTS

- Prints are located in the brown shelving unit in the 2nd floor supply closet and in the cardboard file boxes next to the shelving. The prints are divided up per grade and separated into individual themed months. Please return the prints to the correct spot after your lesson.
- PLEASE DO NOT TAKE THE PRINTS OUT OF THE BUILDING! We have also included a copy of all of the prints on the website lesson.
- On the date of the presentation, the volunteers will lead the class by asking questions about the prints and getting the children to analyze the art through discussion - this is all laid out for you in the lesson guides documents.

6. ART SMART VOLUNTEERS - PROJECTS/CRAFTS

- We have assembled binders with samples of art projects that have worked well in the past. These are just suggestions and we always welcome new ideas you may have. Remember to keep it simple! Cut out pieces in advance to make the most out of your time. Maybe have one of your children try the project out at home as well to see how long it takes.
- Any new project suggestions are welcome and encouraged! Please include a sample and pass it along. And if you incur costs for materials for a new project, you do not have to front the costs for it, you can request reimbursement. However, the school/parish cannot reimburse tax.
- There are labels in both closets for the children to label their work and date it.
- Once the project is completed please ask the teacher what they would like to do with it. Will it go home? Or would they like you to hang it up in the hall?

THANK YOU FOR VOLUNTEERING - we couldn't do it without YOU!
Shannon Janizewski and Karen Donoho
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