Thank you for becoming part of the Art in Action team! Now in its fifteenth year at Laurel, Art in Action is fully funded by the Laurel PTA, with our children’s wonderful artwork proudly displayed at our Laurel Library, the Hillsdale Branch of the San Mateo Public Library and Mollie Stone’s. Thank you for bringing art to every Laurel student!

**The art room is unlocked during the school day for prep and teaching.**

*\* Any time you are on campus during school hours, sign in at the office and get a visitor badge*. \*

1. **Art in Action Books**

Art in Action lesson books are available to check out in the art room. The lesson booksbelongto Laurel School. Check them out using the library sign-out sheet to prep for your lesson. Various Art in Action library art books are on display in the art room. Use the library books while in the art room or use the library sign-out sheet to borrow them overnight.

1. **Prints**

Prints never leave the Art in Action room. After your lesson, return all prints to their appropriate slot in front of the program label in the print box. We have all of the prints. Extra prints are located in the back of the print box.

1. **Supplies**

All supplies for the art lessons are provided in the art room. We do not borrow from the Laurel School Teachers’ supplies, as our program is funded separately by the Laurel PTA. Supplies are organized to help you find what you need and help us keep inventory to avoid shortages. Return all supplies to their appropriate place for the next classroom’s use.

**General Supplies**

Items used by all classes, such as paper, glue and tempera paint are organized in the cabinets with the sliding doors. Signs are posted on each cabinet with the specific contents of that cabinet.

**Project Boxes**

Items that are specific to one lesson are stored in a color-coded project box or folder labeled by grade or lesson. e.g. Kindergarten, Lesson 5 – Kachinas. If you have samples or visuals to add to a project box, email laurelartinaction@gmail.com so we can itemize the box and thank donors.

**Using and Storing Art Supplies**

Some of our materials are expensive or difficult to replace. Take care to use only what you need to complete the project so we can extend the life of our materials. To make good use of our construction paper, remember to check the SCRAP PAPER BOXES for smaller pieces for collages, mosaics, masks and similar projects. Save the 12” X 18” sheets for larger projects.

Chalks, crayons, and oil pastels are to be shared per table. Typically use two sets of materials per table and sort the materials when you are done with a lesson.

Palettes: You may use paper plates or the large plastic container lids as palettes. Plastic lids are spill-proof when used upside down, easy to clean and recyclable. Used paper plates can be placed in the recycle bin after use.

**Replenishing Supplies**

If a supply is missing or low, note it on the Supplies List located near the door (include your name in case of questions). If you donate or receive a donated supply, email laurelartinaction@gmail.com and give us a description of the item(s), and the name and address of the source so we can keep an accurate inventory and send a thank you note.

1. **Preparing in Advance** (approximately a week ahead)

Confirm dates and times with your teacher. You have approximately 90 minute for your lesson (one hour lesson plus set-up and clean up). Contact your assistants to remind them of your date and time. You may also post a notice outside of your classroom or ask your teacher to include it in their communications to give all parents an opportunity to participate.

Read over your lesson carefully. As part of your lesson prep, be sure to locate all of the supplies you’ll need. Take time to play with the materials, become comfortable teaching the lesson and determine what is an appropriate size, quantity, etc. for your lesson. Assistants can help with prep work as well. It’s also good to check in with other docents in your grade who may have already taught the lesson to learn best practices and avoid gotchas. You can also make a sample yourself, or with your children at home for practice.

Art in Action offers online versions of all of the lessons. The online lessons offer animated discussions of the masterpieces; video demonstrations of art techniques; wikis for sharing tips and ideas; links to interesting websites, books, and music; spoken instructions; and much more. Once you have an Art in Action account, you will be able to access these lessons.

**How to Create an Art in Action Account**

1. Go to [www.artinaction.org](http://www.artinaction.org)
2. Pull down the “Join Now!” menu and select “Create Account”
3. Enter your information – fill in all \* marked fields. **Fill in you r school name and state.**
4. Click “Create My Account”.
5. Check your email inbox for a confirmation email from Art in Action. **Click on the account activation link**, and you now have an account. If you do not find an email in your inbox, check your spam or bulk mail folder.
6. Email laurelartinaction@gmail.com letting us know that you have created your account. Your school coordinator must validate your account before it becomes active.
7. You now have access to the Online Lessons!
8. **Immediate Preparations**

In the art room, check that work areas are covered with newspaper and have your notes for discussion. Distribute materials needed to each table. Review your notes from the Art in Action training. Write directions or vocabulary words on the board as appropriate. Fill the hand washing buckets, and put them and the towels on the patio. Remember to have the students put their name and room number on each piece of artwork before they begin.

1. **Teaching the Lesson**

The lesson is divided into three parts: discussing the print, project directions and making the project. Teachers should be responsible for maintaining good discipline. If you want to assign students to specific tables, you can write student names on the newspaper at the workspace you want them to use. Be respectful of the docent leading the discussion and avoid conversation with other volunteers and teachers.

**Discussing the Print**

Have students sit on the floor close to the artwork. Use your notes as a guide but try not to read directly from them. Use a question and answer format and introduce key vocabulary and concepts. Try to call on every student and watch for reticent hands.

**Project Directions**

Model the project as students watch. Have sample pieces ready in advance. Before students begin, review the main steps so everyone knows how to get started.

**Doing the Project**

Have students or their teachers put their name and room number on the back of the project. For clay, write names on masking tape on work mat and etch their name on the piece after they are done. If students are clear on what to do as they are starting, give them praise. Specific comments like “What a big shape you made.” or “The use of red is a good contrast.” are more meaningful than “You are a good artist.” Some students may need further instruction or encouragement to work carefully, add detail or even start over. Encourage children who finish early to look at the art books or ask the teacher for an activity for those children.

1. **Clean Up**

Prepare a clean bucket of water, a diluted soapy bucket of water and towels for clean up. Children can help with clean up by collecting supplies, rinsing brushes (older children), gathering scraps, etc. Ultimately however, docents and assistants are responsible for ensuring that the room is ready for the next class. For example, paint brushes, containers and lids must be rinsed and dried thoroughly before being returned to their storage area. Watercolor trays should be dabbed dry with paper towels. Be sure the tables are covered with clean newspaper, and your print and materials are put back where they belong. Recycle all newspapers even if they are soiled with water-soluble paints.

Place finished work on the drying rack. Use the cardboard squares under the artwork if needed. Docents are responsible for collecting the dry work in a timely manner (same or next day) so that other docents can use the drying rack. Store finished projects in the classroom’s storage box.

1. **Smocks**If a lesson is messy, there are smocks available for the children. Smocks should be put on the children backwards, closed with a single button in the back. If you use them, have students put dirty smocks in the laundry basket. It is each docent’s responsibility to ensure their dirty smocks are washed and returned to the art room by 8:30 a.m. the next morning so they’re available for the next day’s classes. Often assistants wash the smocks as part of the clean-up process. Clean smocks go back in the cubbies.

**9. Storage Boxes**

Dry, finished work should be saved in your classroom’s art box. If possible, group projects by student to make it easier to choose a piece for each student for the spring art show. Teacher’s may display projects in class, but ensure they are returned to your art box for Art Show selection.

**10. Docent List**

A list of docent and assistant names, phone numbers and e-mail addresses will be posted to the bulletin board in the art room. Use this list to make contact with other docents in your grade level to provide tips on preparing lessons and materials. Talking to those who have already done the lesson can give you constructive ideas. This list is to be used for Art in Action only.

**11. Calendar**

A calendar for the year will be distributed soon and the master schedule is posted on the bulletin board in the art room. **If you need to change a date/time for any reason, cross out your time on the master schedule and choose an empty slot. Remember to also change the date/time on the master art calendar in the school office and email laurelartinaction@gmail.com so we can make the change on the Google Calendar.** Communicate with your classroom teacher prior to making schedule changes.

**12. End of Year Art Show**

The Art in Action Art Show is held the night of Laurel’s Open House. Docents will need to select and frame ONE piece of artwork for each student for the show. A framing workshop is held each Spring to review the process for choosing and framing art.

**13. The Kiln**

Each classroom is assigned a specific date for their clay lesson. We begin with fifth grade in the Fall, with other grades following in descending order. Each year, Art in Action in Menlo Park holds a clay workshop to review the clay lessons. This year’s workshops will be held Thursday October 17, 2013, from [9:30-11:30 am](http://claytrainingmorning.eventbrite.com/), or [7-9 pm](http://claytrainingevening.eventbrite.com/) at the Art in Action offices in Menlo Park. Clay lessons are also held in our own art room throughout the year prior to your clay lesson. Store clay projects in the lined cardboard boxes labeled with teacher, date, and number of boxes (1 of 4, etc.). A kiln schedule and calendar will be posted next to the master art calendar on the bulletin board in the art room.

We hope you enjoy your Art in Action experience and thank you for your contribution!

If you have further questions, contact us at laurelartinaction@gmail.com.

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