

Thank you for becoming part of the Art in Action team! Now in its 23rd year at Laurel, Art in Action is fully funded by the Laurel PTA, with our children's wonderful artwork proudly displayed at the Hillsdale Branch of the San Mateo Public Library and Mollie Stone's grocery store in San Mateo.

## **Arriving on Campus:**

*\* Any time you are on campus during school hours, sign in at the office and get a visitor sticker. Please bring a copy of your Covid vaccination card for the office files. Face mask required! \**

### **1. Art in Action Lessons - Online & Books**

Art in Action lesson overviews are available online and in the Art in Action lesson books. The books, which belong to Laurel, are available to check out and are stored in our supply closet.

### **2. Prints**

We have many prints available to aid us in class discussions during a lesson.

### **3. Supplies**

All supplies for the art lessons are provided. 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 docent to use for their lesson. If we are low on supplies or if you use the last of something, please email us to let us know!

#### **General Supplies**

Items used by all classes, such as paper, glue and tempera paint are organized in the AiA supply closet. These are for Art in Action lessons only.

#### **Project Boxes**

Items that are specific to a lesson are stored in a color-coded project box and folder labeled by grade or lesson. e.g. Kindergarten, Lesson 2 –Kandinsky. If you have samples or visuals to add to a project box, email laurelartination@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, save the 12" X 18" sheets for larger projects. Use only what is needed.

Chalks, markers, and oil pastels are to be shared per table. Typically use one to 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)..

#### 4. **Preparing in Advance** (approximately a week ahead)

Docent should 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.

Read over your lesson carefully and/or view the online lesson on the Art in Action website. 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. Please reach out to Lisa & Johanna if you're confused, we're happy to help you get started!

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. If you had an account last year, you must first log in to the website:
2. Log in to the website [teach.artinaction.org](https://teach.artinaction.org)
3. To activate 2021 online access go to:<https://teach.artinaction.org/register/laurel-elementary-2021/>
4. Enter this access code:LaurelElem2021-22
5. If you cut and paste the access code, make sure there are no spaces in front of it or you will get an error message

\*If this is your first time on our website you will need to register\*

To register for online access go to:<https://teach.artinaction.org/register/laurel-elementary-2021/>  
Enter this access code:LaurelElem2021-22

#### 5. **Immediate Preparations**

If your lesson is extra messy (paint?!) you might consider covering the workspace with paper from the roller. Some docents have notes for discussion. Distribute materials needed to each table.. Write directions or vocabulary words on the board as appropriate. During Covid times we prefer to use the hand washing sink in classrooms rather than the large buckets. Remember to have the students put their name and room number on each piece of artwork **before they begin**.

#### 6. **Teaching the Lesson**

The lesson is divided into three parts: discussing the print, project directions and creating the project. Teachers should be responsible for maintaining good discipline. If you're an assistant, be respectful of the docent leading the discussion and avoid conversation with other volunteers and teachers.

##### **Discussing the Print**

Students can sit on the floor when you discuss the art work or stay at their desks, whatever the teacher suggests. 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. The discussion questions are available on the AiA website.

##### **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**. 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. For clay, write names on blue tape and place them in the clay boxes. Joanna Mendicino will be in touch with you to provide guidance prior to your clay lesson.

## **7. Clean Up**

Have the kids help you! Children can help by collecting supplies, gathering scraps, etc. Ultimately docents and assistants are responsible for ensuring that the room is cleaned up. For example, paint brushes, containers and lids must be rinsed and dried. Items cannot be put away in the Art closet if they are wet. PLEASE be considerate and return everything to the proper storage location. Working out of a closet is not ideal but we should do our best. Watercolor trays should be dabbed dry with paper towels. You should take all items back to the closet, return the print and materials. If the teacher has a space in class to dry the art overnight, you can leave it and ask that they place it in their ‘teacher box’ the next day. Otherwise, you can take the finished work and let it dry 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 (the next day) so that other docents can use the drying rack. Store finished projects in the teacher’s storage box. Every teacher has a ‘teacher box’ that will be stored in their classroom. This box is white, with their name on the side of the box. Kids should NOT take AiA lessons home. All their AiA lessons are stored in the box until the Laurel Art Show.

## **8. Smocks**

If a lesson is messy, there are smocks available for the children. Smocks should be put on the children backwards and 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 supply closet by 8:30 a.m. the next morning so they’re available for the next day’s classes. ***Assistants, The docent does most of the work for a lesson. You should offer to wash the smocks. If there is an issue returning smocks on time please contact Lisa or Johanna to coordinate.***

## **9. Teacher Storage Boxes**

Dry, finished work should be saved in your classroom’s art box. 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 and e-mail addresses will be posted in the Art supply closet. 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. **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 in the springtime. 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. Joanna Mendicino will reach out to you before your clay lesson and throughout the process to make sure you are comfortable with the process. 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 are so thankful for your time with our children!

If you have further questions, contact us at [laurelartinaction@gmail.com](mailto:laurelartinaction@gmail.com)

Your Art in Action Program Coordinators,  
Lisa Azar & Johanna King