



# DMPS

VISUAL ARTS  
**DEPARTMENT**

TEACHER HANDBOOK

---

2016-2017



Think. Learn. **Grow.**

[www.dmschools.org](http://www.dmschools.org)

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# WELCOME!

Welcome back to another year in the Visual Art Department with Des Moines Public Schools. During your time of service in our schools, it is our aim to do all we can to ensure you have the resources and professional opportunities to grow in your teaching practices and provide a high quality education with a guaranteed and viable curriculum for students in the visual arts.

To make your work as rich and supported as possible we've assembled this Visual Art Department Handbook. This is complimentary to the resources and content you will find on our district curriculum website at [visualarts.dmschools.org](http://visualarts.dmschools.org). These materials will provide you with as much consolidated information as possible to help you understand the overall program and goals. Think of it as a road map – always there to help answer questions along the way. Of course, this handbook cannot possibly answer every question, so whenever in doubt, please do not hesitate to ask.

I am confident that the coming years will offer unprecedented unity and support for and among the arts. Most importantly, it is exciting to be a member of a group committed to making the arts accessible and success possible for every student in Des Moines Public Schools.

Sarah Dougherty, Curriculum Coordinator

# VISUAL ARTS STAFF DIRECTORY

DMPS District Contacts		
Name, Job Title	Phone/Email	
<b>Sarah Dougherty,</b> Visual Arts Curriculum Coordinator Turnaround Arts Coordinator	515-242-7619 or 319-621-8790 <a href="mailto:sarah.dougherty@dmchschools.org">sarah.dougherty@dmchschools.org</a>	
<b>Carla Miller,</b> Curriculum Executive Assistant	515-242-8170 <a href="mailto:carla.miller@dmschools.org">carla.miller@dmschools.org</a>	
DMPS Visual Arts Educators		
Name	FTE	Building Assignment
<b>Pinion, Nathan A</b>		BRODY MS
<b>Frank, Heather D</b>		BRUBAKER
<b>Pinion, Dawn Marie</b>		CALLANAN MS
<b>Morine, Kristin I</b>		CAPITOL VIEW
<b>Josephsen, Jordan J</b>		CARVER
<b>Luna, Megan A</b>		CATTELL
<b>Green, Dara Ellen</b>		CNTRL ACDMY
<b>Johnson, Becky S</b>	0.5	CNTRL ACDMY
<b>Dare, Kara A</b>		COWLES
<b>Lee, Judy J</b>		EAST HS
<b>Soliday, Jason M</b>		EAST HS
<b>Weller, Joleen L</b>		EAST HS
<b>Borzo, David</b>		EDMUNDS
<b>Hesse, Lisa M</b>	0.8	FINDLEY
<b>Sickles, Daniel J</b>		GARTON
<b>Briden, Laurine K</b>		GOODRELL MS
<b>Bonz, Lori A</b>		GREENWOOD
<b>Jones-Tweedy, Samantha</b>		HANAWALT
<b>Butcher, Bryan J</b>		HARDING MS
<b>Strait, Mary T</b>		HARDING MS
<b>Ogden, Derrick T</b>		HIATT MS
<b>Joseph Doyen</b>		HILLIS
<b>Baeth, Sharon W</b>		HOOVER HS
<b>Cox, Stephen M</b>		HOOVER HS
<b>Boes Chojnacki, Katherine</b>	0.8	HOWE
<b>Summers, Nina E</b>		HOYT MS
<b>Bash, Emily S</b>		HUBBELL
<b>Wisgerhof, Ashley M</b>		JACKSON ELEM
<b>Koenig-Vande Haar, Susan M</b>		JEFFERSON
<b>Moll, Alyssa M</b>		KING
<b>Brown, Sarah N</b>		LINCOLN HS

<b>DMPS Visual Arts Educators</b>		
<b>Name</b>	<b>FTE</b>	<b>Building Assignment</b>
<b>Kolar, Myriah L</b>	1	LINCOLN HS
<b>Phillips, Laurie K</b>	1	LINCOLN HS
<b>Worthington, Heather</b>	1	LINCOLN HS
<b>Glenn, Wendy A</b>	1	LOVEJOY
<b>Davenport, Kathleen H</b>	0.8	MADISON
<b>Givens, Diana J</b>	1	MC COMBS MS
<b>Rosella, Andrea</b>	0.8	MC KINLEY
<b>Baugh, Danielle M</b>	1	MEREDITH MS
<b>Papich, Augwenda</b>	0.2	MEREDITH MS
<b>Anders, Shannon N</b>	1	MERRILL MS
<b>Moore, Robin E</b>	1	MERRILL MS
<b>Swanson, Christopher J</b>	1	MONROE
<b>Papich, Augwenda</b>	0.8	MOORE
<b>Rothmeyer, Shelley Lynn</b>	1	MORRIS
<b>Banning, Jenny R</b>	1	MOULTON
<b>Smith, Dwight Christophe</b>	1	NORTH HS
<b>Skidmore, Sarah A</b>	1	OAK PARK
<b>Nelson, Meredith A</b>	0.5	ORCHARD PLACE
<b>Warner-Blankenship, Jennifer</b>	1	PARK AVENUE
<b>McCoy, Mindi L</b>	1	PERKINS
<b>Rasmussen, Lisa L</b>	0.5	PHILLIPS
<b>Fenton, Jodi Lynn</b>	0.8	PLEASANT HILL
<b>Carrico, Jimmie L</b>	1	RIVERWOODS
<b>Calvert, Jeana</b>	1	ROOSEVELT
<b>Chiodo, Sam J</b>	1	ROOSEVELT
<b>Johnson, Becky S</b>	0.5	ROOSEVELT
<b>Cory, Jill</b>	1	SAMUELSON
<b>Schmida, Michel L</b>	1	SCAVO
<b>Wilson, Sherrie A</b>	1	SOUTH UNION
<b>Voss, Terry L</b>	1	STOWE
<b>Simmons, Perry R</b>	1	STUDEBAKER
<b>Massa, Kristen M</b>	0.8	WALNUT STREET
<b>Wenck, Jessica M</b>	1	WEEKS MS
<b>Manzer, Lindsie M</b>	1	WILLARD
<b>Imlau, Elaine A</b>	1	WINDSOR
<b>Beumer, Amy L</b>	0.8	WRIGHT

# ACADEMIC GOALS IN THE VISUAL ARTS

*The Des Moines Public Schools offer a comprehensive, hands-on approach to learning and mastering the skills in visual arts.*

**All learning goals for the visual arts are guided by the 2014 National Visual Arts Standards and are met by providing and assessing instructional tasks in the following topics:**

- Design Concepts: *Elements of Art and Principles of Design*
- Studio Skills: *Media and Processes*
- Critical Analysis: *Planning, Evaluating, and Presenting*
- Making Connections: *Connecting to Contexts*

## **Des Moines Public Schools K-12 Student Learning Objectives in the Visual Arts**

- Students can **communicate** at a foundational level in the visual arts. This includes knowledge and skills in the use of **basic vocabularies, materials, tools, techniques, and intellectual methods of the discipline.**
- Students can communicate proficiently in at least one art form, including the ability to **define and solve artistic problems with insight, reason, and technical proficiency.**
- Students can **develop foundational evaluations and analyses of works of art from structural, historical, and cultural perspectives.**
- Students can develop an **informed acquaintance** with exemplary works of art from a variety of cultures and historical periods, and a basic understanding of historical development in the arts disciplines, across the arts as a whole, and within cultures.

## **Effective Components of an Educational Studio Program**

- Demonstrations of artistic techniques and uses of media
- Opportunities for practice, experimentation, and refinement based on effective feedback
- Support for divergent thinking and multiple learning outcomes
- A rich and robust variety of visual references
- A variety of critique and response formats
- Introductions to and expectations for use of appropriate art vocabulary
- Connections among artists, careers, and art in everyday life and communities
- An organizational system for storage and disbursement of materials and tools
- Clear and maintained expectations for art room safety, cleaning, and classroom procedures
- Integrations and connections with other content areas
- Displays of various student works within the school and the community

# GRADING PRACTICES

Over the last few years, DMPS has made the move to standards referenced grading (SRG). SRG is a set of instructional approaches that are aligned to learning standards – i.e., written descriptions of what students are expected to know and be able to do at a specific stage in their education. As we continue to improve our practices in SRG, supports and resources will be offered at both the building and the district level. For a complete understanding of SRG in Des Moines Public Schools, please refer to our grading website at <http://grading.dmschools.org>.

# DIGITAL & PRINT RESOURCES

All Visual Arts curriculum documents and other resources are housed on our department website. This site can be accessed directly at [visualarts.dmschools.org](http://visualarts.dmschools.org), or from the district homepage via the staff tab and the Curriculum Resources link.



Texts and teacher guides from our most recent adoption are meant to be used as a reference and support for the curriculum. Elementary classrooms are equipped with the Davis k-5 series *Explorations in Art* and other supplemental materials like DVDs and picture books. Middle school classrooms may have the Davis *Explorations in Art: A Global Pursuit, A Community Connection, and A Personal Journey*. Before moving, discarding, or exchanging any print resources, please connect with Sarah Dougherty.

# COMMUNICATIONS

In order to preserve the learning time of PLC sessions and to streamline the communication process, a monthly Visual Art Department E-Blast will be sent and posted in the Announcements tab on our department website. This will be the platform by which business and managerial items will be communicated. Any additions to the E-Blast, like requests for used items or notices about school events, can be emailed to Sarah at any time.

# SOCIAL MEDIA

Follow our department Facebook page at <https://www.facebook.com/groups/1410360145892209/> or by searching for “DMPS Visual Arts Department”. This is a fantastic forum to engage with colleagues in a social and less formal way. Feel free to post questions, ideas, and other relevant items on this page, which is only open and visible to DMPS art staff. To follow our public DMPS Fine Arts Facebook page, navigate to <https://www.facebook.com/DMPSFineArts?fref=ts> . Our Fine Arts Twitter account can be followed at <https://twitter.com/dmschoolarts> .

# ARTS ADVOCACY

As professional art educators, we know and understand the essential value that visual arts education holds for learners. But do others know and understand? Your school leaders? Parents? Your elected representatives? School Board members? Your local media? Who needs to hear your voice? What are the critical legislative issues affecting art education? It's time we bring our knowledge and our voice to art education advocacy! See more at: <http://www.arteducators.org/advocacy#sthash.lbYqphOm.dpuf>

## Advocacy Opportunities

1. Brush up your advocacy skills:

- Communicate a clear **MESSAGE**.
- Be **VISIBLE** to decision makers.
- Harness the influence of an advocacy **NETWORK**.

2. Use the [Unified Statement](#) to connect your community to Federal education policy that supports high quality art education. The statement was prepared by NAEA and other national arts education organizations to support the arts in the reauthorization of the [ESEA legislation](#).

3. Work with your state/regional NAEA organization to connect and partner with the [Americans for the Arts State Arts Action Network](#) that includes the Kennedy Center's state Alliances for Arts Education and state citizen arts advocacy groups. Join the Art Educators of Iowa and the National Art Education Association here: [http://www.artedia.org/pdf\\_doc/NAEA\\_Iowa\\_Membership2014.pdf](http://www.artedia.org/pdf_doc/NAEA_Iowa_Membership2014.pdf). It is just one fee and form to join both simultaneously. Also, consider joining that Iowa Alliance for Arts Education here: <http://iowaalliance4artsed.org/>



# PROFESSIONAL LEARNING COMMUNITIES

The purposes of our Professional Learning Communities (PLC) are to support common, rigorous curriculum and assessment practices; continuously develop and refine our instructional practices; and to support development of content knowledge. We are committed to providing all participants with opportunities for differentiation, and creating a culture for cross-district collaboration and learning.

2016-2017 Meeting Dates	
Secondary @ <a href="#">Hiatt Middle School, 1430 E University Ave</a> 1:45-3:45 PM	Elementary @ Grand View University 2:30-4:30 PM
September 7 <sup>th</sup>	September 21 <sup>st</sup>
November 16 <sup>th</sup>	November 9 <sup>th</sup>
January 25 <sup>th</sup>	January 11 <sup>th</sup>
April 5 <sup>th</sup>	April 19 <sup>th</sup>

## MEETING NORMS

- Focus on what’s good for kids
- Equal voices
- Question – challenge thinking
- Speak your truth
- Respectful use of technology
- Take care of your needs

## PLC VALUES

- Accountability
- Collaborative relationships
- Continuous improvement
- Courage
- Integrity
- Purpose

## Expectations for PLC Participants:

- *Adhere to meeting norms and maintain PLC values*
- *Come to each session prepared and ready to engage*
- *Participate in collaborative conversations with colleagues around learning*
- *Direct any site-specific questions to building leadership or Sarah Dougherty*

# MATERIALS AND KILN MAINTENANCE



## **MATERIALS:**

Please utilize Central Stores as much as possible when ordering supplies and tools. Their online, searchable, image-filled catalog can be found at

<http://stores.dmschools.org/>.

If you have supply questions or needs, contact Kathy Kahler in Purchasing at 242-7699 or by email at [kathleen.kahler@dmschools.org](mailto:kathleen.kahler@dmschools.org).

In need of a large quantity or think a supply should be added to our central warehouse? Let Kathy know and she can get what you need!

## **CLAY ORDERING PROCEDURES**

In order to provide our students with the highest quality clay, orders will be taken two times per year. Clay must be ordered via a PO requisition to Central Stores by October 28<sup>th</sup> or June 1<sup>st</sup>. Please work through your office manager to request quantities of the appropriate SKU.

### **S002003181 – White Earthenware**

#### **Clay**

White Earthenware Clay  
50lb/carton, Minnesota Clay CLWEW  
2015 = \$13.96

### **S002003183 – Red Sculpture Clay**

Red Sculpture Clay  
50 LB, Carton, Minnesota Clay CLRSW  
2015 = \$14.05

## **CENTRAL STORAGE:**

We no longer stock large items like drying racks, cutting boards, or furniture as a department. If you are in need of large equipment or things of this nature, please reach out to your building administrator as a first step. As a large district, often unused items get stored in buildings. Reach out to your colleagues when in search of these things. You never know what gems and treasures may be collecting dust!

## **KILNS:**

Over the past several years, many resources and efforts have been spent to furnish a kiln in each building in our district. Good kiln maintenance is vital. If your kiln is in need of repair, take the following steps...

1. Place a work order through your building office manager
2. Email Sarah Dougherty and Craig Vander Zyl as a courtesy so that we can support
3. If the kiln cannot be repaired by our district electricians, the work will be contracted through a local contact. *NOTE: Please do not contract with outside companies on your own.*

# GIFTED/TALENTED IDENTIFICATION

Iowa education code states: "Gifted and talented children" are those identified as possessing outstanding abilities that are capable of high performance. Gifted and talented children are children who require appropriate instruction and educational services commensurate with their abilities and needs beyond those provided by the regular school program. Gifted and talented children include those children with demonstrated achievement or potential ability, or both, in any of the following areas or in combination: 1. General intellectual ability. 2. Creative thinking. 3. Leadership ability. 4. **Visual and performing arts ability**. 5. Specific ability aptitude. (Iowa Code 257.44)

In the Des Moines Public Schools students are nominated by teachers, administrators, parents, and self-nomination for potential placement in the gifted and talented program. Multiple-criteria are always used to determine placement. For identification in visual art, the process is as follows:

1. **Teachers will** collect a portfolio of evidence (3-5 pieces) for the student. High quality color copies or digital photos are acceptable. Make a short note for each piece to give context for the committee. Example: *This is a large scale canvas, 5' x 9' created outside of class.*
2. **Teachers will** complete a nomination form and GT Student Behavior Checklist for the student. These forms can be downloaded on the Visual Arts Curriculum Resources website or obtained directly from your building GT consultant ([a list of assignments can be found here](#)).
3. **Teachers will** submit the portfolio and nomination form to their building GT consultant. If more evidence is needed, the GT consultant may provide a task for the student to complete.
4. Portfolios will be reviewed by voluntary committees twice during the school year: October 15<sup>th</sup> and February 15<sup>th</sup>. Work and documentation must be submitted by these dates for consideration.
5. Students are identified after a scaled rubric (also found on the Visual Art Curriculum Resources website) is applied to their work to include:
  - *Elaborates on other people's ideas and uses them as a jumping off point as opposed to copying from others.*
  - *Shows unique selection of art media for individual activity or classroom projects*
  - *Has unusual and richly imaginative ideas*
  - *Composes with unusual detail and skill*
  - *Displays compulsive artistic pursuit*
6. Teachers will receive feedback on student portfolios. Buildings will provide services to identified students. Classroom teachers, content area teachers, and other stakeholders will consult and collaborate to differentiate instruction based on student needs.

# ANNUAL DISTRICT ART EXHIBIT

Each year we feature the work of hundreds of students from across the district in our annual art exhibit. This year the show will run (tentatively) from March 10<sup>th</sup> through March 21<sup>st</sup>, with an opening reception for artists, families, teachers, and the community on the evening of March 9<sup>th</sup>. This is the only Des Moines Public Schools event that features students from every single building in our district. The following pages outline requirements and important dates to remember when preparing for our cornerstone event.

Exhibit Details	
<b>Exhibit</b>	Thursday, March 2 <sup>nd</sup> through Tuesday, March 7 <sup>th</sup> Displays are open from 5:30 AM to 8:30 PM daily
<b>Reception</b>	Thursday, March 2 <sup>nd</sup> 5:30 PM to 7:30 PM
<b>Venue</b>	Des Moines Capital Square Mall Lobby (main floor) 400 Locust Street, downtown

## Teacher Timeline

- **August-November**
  - *Work on banners, collect student art for consideration*
- **December-February**
  - *Select final pieces for display*
  - *Receive matt board, invitations, and certificates via bag mail*
- **February/March**
  - 20<sup>th</sup> – Deadline to submit artist names via Google links (see below)
  - 23<sup>rd</sup> – Names must be verified by this date
  - 1<sup>st</sup> – Hang work at Capital Square between 10 AM and 4 PM
  - 2<sup>nd</sup> – Opening reception from 5:30-7:30 PM
  - March 8<sup>th</sup> – Strike show between 5:30 AM and 8:30 PM



## Teacher Preparations and Details

<p><b>2D Work Selection</b></p>	<p>Each <b>TEACHER</b> will have one <b>38"x70"</b> display panel on which to hang art. A minimum of four pieces is required from each school. Please use good judgment when determining how many pieces to display in this space. Artwork should not be touching adjacent pieces. Please account for the matt board and your school name when calculating space. Velcro dots will be provided to attach to the back of your art pieces for hanging. Please mark the back side of your student's artwork with their name and school as well as your name.</p> <p><i>Note: artworks should be fresh, not having been displayed in public prior</i></p> <p>Works larger than the display panels may be included, connect with Sarah. Teachers bringing framed art or stretched canvases should plan to bring their own easel. No tape is allowed on the walls of the venue.</p>
<p><b>Banners</b></p>	<p>Each school will be provided with a 2'x9' sign cloth banner on which students should create an artwork representative of your school. They will be hung from the second floor balcony at Capitol Square. More information about banners can be found on our curriculum website under the show tab.</p>
<p><b>3D Work Selection</b></p>	<p>Each teacher may choose to display 3D work in addition to the 2D displays. Please connect with Sarah for large or unusual display needs. Work should be clearly labeled with student name and school. Name tags will be provided for this work.</p>
<p><b>Display and Mats</b></p>	<p>Matt board will be provided to you at the December/January PLC. Nametags for display will be available at the show set up. Matt may be either black or white.</p>
<p><b>Name Tags</b></p>	<p>Name tag information must be submitted via the following links:          For individual student work: <a href="http://goo.gl/forms/g6zCYkCfTr">http://goo.gl/forms/g6zCYkCfTr</a>          For collaborative work: <a href="http://goo.gl/forms/GQ8SnKwiK3">http://goo.gl/forms/GQ8SnKwiK3</a>          For banners: <a href="http://goo.gl/forms/fNHvElxPI0">http://goo.gl/forms/fNHvElxPI0</a></p> <p>All names <b>MUST</b> be submitted by Monday, February 27<sup>th</sup>. Names will be sent out for spelling verification, then sent to the printer no later than Wednesday, March 1<sup>st</sup>.</p>
<p><b>Invitations and Certificates</b></p>	<p>Invitations will be given to teachers at the December/January district PLC meetings. Digital copies will be emailed to teachers to be forwarded. English and Spanish versions will be available. Please connect with your building translators for other languages.</p> <p>Participation certificates will be provided at the December/January district PLC to be given to student artists.</p>
<p><b>Installation</b></p>	<p>Teachers will hang their artwork at Capital Square any time on Wednesday, March 8<sup>th</sup> between 10:00 AM and 4:00 PM. Velcro dots, name tags, and zip ties will be available at the venue. All other hanging supplies should be brought by teachers. Your panel will have your school name already on it. Sarah will be there throughout the day to assist as needed.</p>
<p><b>Show Strike</b></p>	<p>Teachers (or someone designated by the teacher) are responsible for removing their own artwork and banners between 5:30 AM and 8:30 PM on Wednesday, March 22<sup>nd</sup>. Please do not take work down before this date. Bring scissors to cut your banner zip ties!!</p>

# OTHER EXHIBITIONS

Teachers are strongly encouraged to seek out additional and external opportunities for their students to exhibit their art work. All others listed are open and optional. Follow the links for more details.

- **DMPS HIGH SCHOOL ART EXHIBIT -- April 20<sup>th</sup> (tentative)**
- [ART EDUCATORS OF IOWA ALL STATE ART](#)
- [NURTURING A STUDENT'S VISION AT THE DES MOINES ARTS FESTIVAL](#)
- [YOUTH ART MONTH](#)

# TRAVELING EQUIPMENT

The Visual Art Department provides access to some equipment on a temporary basis for each school. The following items are available for reservation:

- Digital Cameras
  - Two cases each with fifteen [Nikon Coolpix S6100](#) cameras with cords and memory cards.
  - **MATERIAL MANAGER: Jen Warner-Blankenship**  
([jennifer.warnerblankenship@dmschools.org](mailto:jennifer.warnerblankenship@dmschools.org))
- Printing Presses
  - Four cases (delivered in pairs) including the [Blick Econo Etch Model II Press](#) with cushion blankets and bed plates.
  - **MATERIAL MANAGER: Jen Warner-Blankenship**  
([jennifer.warnerblankenship@dmschools.org](mailto:jennifer.warnerblankenship@dmschools.org))
- Mask Boxes
  - Eight display boxes featuring masks from all around the world for student viewing.
  - **MATERIAL MANAGER: Amy Beumer** ([amy.beumer@dmschools.org](mailto:amy.beumer@dmschools.org))

Please follow this link to sign up for any of the materials above: <http://tinyurl.com/DMPStravelingmaterials> This link will direct you to a Google Sheet with several tabs, one for each material to be reserved...

The screenshot shows a Google Sheet with the following columns: Date, Teacher Name, School, and Transfer Receipt # (office use only). The 'Date' column lists reservation periods from September 12-26 to May 12-May 26. A blue arrow points to the 'Date' column.

Date	Teacher Name	School	Transfer Receipt # (office use only)
September 12-26			
September 26-October 7			
October 7-October 21			
October 21-November 4			
November 4-November 18			
November 18-December 9			
December 9-December 20			
December 20-January 13			
January 13-January 27			
January 27-February 10			
February 10-February 24			
February 24-March 9			
March 9-March 31			
March 31-April 14			
April 14-April 28			
April 28-May 12			
May 12-May 26			

All reservations must be made at least two weeks in advance of the delivery date. Please respect those who have already signed up and chose an open date. All equipment should be cleaned, inventory checked, and damage or needs noted on the [Travelling Equipment Reporting Form](#) before sending to the next location. Equipment should be placed in the front office of your building for pickup on the last day of your reservation for Operations personnel to pick up and deliver to the next school's front office. All of the links found here can also be accessed from the "Resources" tab on the Visual Arts Curriculum website.