



DMPS

VISUAL ARTS
DEPARTMENT

TEACHER HANDBOOK

2018-2019



Think. Learn. **Grow.**

www.dmschools.org

TABLE OF CONTENTS

- Welcome.....3
- [Staff Directory](#).....4
- [Academic Goals and Outcomes](#).....6
- [Grading Practices](#).....6
- [Digital & Print Resources](#)7
- [Communications](#)7
- [Social Media](#).....8
- [Arts Advocacy](#).....8

- [Professional Learning Communities](#).....9

- [Materials and Kiln Maintenance](#).....10

- [Gifted and Talented Identifications](#).....11

- [Annual Art Exhibit](#).....12
- [Other Exhibitions](#).....14

- [Travelling Art Equipment](#).....15



WELCOME!

Welcome back to another year in the Visual Art Department with Des Moines Public Schools. As you serve the community of learners at your school, it is our aim to serve you while ensuring access to the resources and opportunities that will allow you to grow as an educator. Together, I know we can provide a guaranteed and viable curriculum for all 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. These materials will provide you with as much consolidated information as possible and help you to 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 year will offer unprecedented opportunity and support for 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.

Benjamin Heinen, Curriculum Coordinator

VISUAL ARTS STAFF DIRECTORY

DMPS District Contacts		
Name, Job Title	Phone/Email	
Benjamin Heinen, Visual Arts Curriculum Coordinator Turnaround Arts Coordinator	515-242-8459 or 515-231-5228 benjamin.heinen@dmschools.org	
Carla Miller, Curriculum Executive Assistant	515-242-8170 carla.miller@dmschools.org	
DMPS Visual Arts Educators		
Name	FTE	Building Assignment
Pinion, Nathan A	1	BRODY MS
Frank, Heather D	1	BRUBAKER
Papich, Augwenda	0.5	BRUBAKER
Pinion, Dawn Marie	1	CALLANAN MS
Schmitt, Kristin I	1	CAPITOL VIEW
Josephsen, Jordan J	1	CARVER
Luna, Megan A	1	CATTELL
Green, Dara Ellen	1	CNTRL ACDMY
Johnson, Becky S	0.5	CNTRL ACDMY
Dare, Kara A	1	COWLES
Lee, Judy J	1	EAST HS
Moore, Ashley	1	EAST HS
Weller, Joleen L	1	EAST HS
Borzo, David	1	EDMUNDS
Sickles, Daniel J	1	GARTON
Papich, Augwenda	0.5	GARTON
Kitt, Hannah	1	GOODRELL MS
Bonz, Lori A	1	GREENWOOD
Jones-Tweedy, Samantha	1	HANAWALT
Strait, Mary T	1	HARDING MS
Ogden, Derrick T	1	HIATT MS
Boes Chojnacki, Katherine	1	HILLIS
Baugh, Danielle	1	HOOVER HS
Endres, Amy	1	HOOVER HS
Collins, Jaclynne	0.8	HOWE
Hesse, Lisa	1	HOYT MS
Bash, Emily S	1	HUBBELL
Bishop, Kaitlin	1	JACKSON ELEM
Koenig-Vande Haar, Susan M	1	JEFFERSON
Riechmann, Miranda	1	KING
Kolar, Myriah L	1	LINCOLN HS

DMPS Visual Arts Educators

Name	FTE	Building Assignment
Phillips, Laurie K	1	LINCOLN HS
Worthington, Heather	1	LINCOLN HS
Glenn, Wendy A	1	LOVEJOY
Bates, Kayla	0.8	MADISON
Givens, Diana J	1	MC COMBS MS
Rosella, Andrea	0.8	MC KINLEY
Wisgerhof, Ashley	1	MEREDITH MS
Greenberg, Margo	1	MEREDITH MS
Anders, Shannon N	1	MERRILL MS
Moore, Robin E	1	MERRILL MS
TBD	1	MONROE
Williams, Sydney	0.8	MOORE
Rothmeyer, Shelley Lynn	1	MORRIS
Banning, Jenny R	1	MOULTON
Palmer, Amy	1	NORTH HS
Smith, Dwight Christopher (DC)	1	NORTH HS
Oetkan, Kati	1	OAK PARK
Mattis, Meredith A	0.5	ORCHARD PLACE
Warner-Blankenship, Jennifer	1	PARK AVENUE
McCoy, Mindi L	1	PERKINS
Rasmussen, Lisa L	1	PHILLIPS
Fenton, Jodi Lynn	0.8	PLEASANT HILL
Johnson, Jazmine	1	RIVERWOODS
Calvert, Jeana	0.5	ROOSEVELT
Chiodo, Sam J	1	ROOSEVELT
Krayneski James, Nicole	0.5	ROOSEVELT
Martin, Kelly	1	RUBY VAN METER
Cory, Jill	1	SAMUELSON
Sheeley, Sarah	1	SCAVO
Wilson, Sherrie A	1	SOUTH UNION
Dirks, Jazmine	1	STOWE
Simmons, Perry R	1	STUDEBAKER
Massa, Kristen M	0.8	WALNUT STREET
Wenck, Jessica M	1	WEEKS MS
Manzer, Lindsie M	1	WILLARD
Warren, Mary (Kathleen)	1	WINDSOR
Beumer, Amy L	0.8	WRIGHT
Emily Barrett	0.8	FINDLEY

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 aligned with the 2014 National Visual Arts Standards and are met by providing and assessing instructional tasks in the following topics:

- CREATING
- CONNECTING
- PRESENTING
- RESPONDING

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

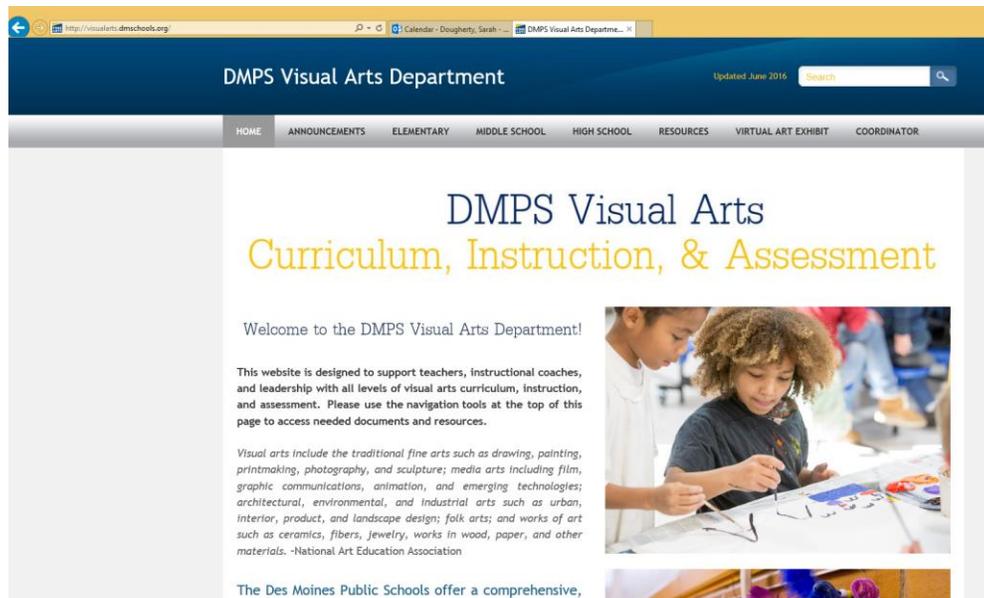
GRADING PRACTICES

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, 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 Benjamin Heinen

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 Ben 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. 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.

2018-2019 PLC Dates, Times, & Locations	
Secondary Hiatt Middle School, 1430 E University Ave 2:30-3:45 PM	Elementary Grand View Student Center (Speed Lyceum) 1:45-3:00 PM
September 19 th	September 26 th (Art Center)
November 7 th	November 28 th
January 23 rd	January 30 th
February 13 th	February 27 th
April 3 rd	April 10 th

MEETING NORMS

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

PLC VALUES

- Creativity
- Integrity
- Problem-Solving
- Justice
- Autonomy
- 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 Benjamin Heinen

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. 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 28th or June 1st. 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 Benjamin Heinen 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 15th and February 15th. 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 from April 3rd through April 17th with an opening reception for artists, families, teachers, and the community on the evening of April 11th. 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	
Exhibit	Wednesday, April 3 rd through Wednesday, April 17 th Displays are open from 5:30 AM to 8:30 PM daily
Reception	Thursday, April 11 th 5:30 PM to 7:30 PM
Venue	Des Moines Capitol 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 matboard, invitations, and certificates via bag mail*



- **February**
 - 27th – Deadline to submit artist names via Google links (see below)
- **March**
 - 7TH – Names verified and sent to print shop
- **April**
 - 3rd – Set up show at Capital Square Mall 10:00 AM and 5:00 PM
 - 17th – Strike show between 5:30 AM and 8:30 PM

Teacher Preparations and Details	
2D Work Selection	Each TEACHER will have one 38"x70" 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. <i>Note: artworks should be fresh, not having been displayed in public prior</i> Works larger than the display panels may be included, connect with Ben. Teachers bringing framed art or stretched canvases should plan to bring their own easel. No tape is allowed on the walls of the venue.
Banners	Each school will be provided with a 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.
3D Work Selection	Each teacher may choose to display 3D work in addition to the 2D displays. Please connect with Ben for large or unique display needs. Work should be clearly labeled with student name and school. Name tags will be provided for this work.
Display and Mats	Matboard will be provided to you at the December/January PLC. Nametags for display will be available at the show set up. Mat may be either black or white.
Name Tags	Name tag information must be submitted via the following links: For individual student work: INDIVIDUAL STUDENT For collaborative work: COLLABORATIVE WORK For banners: BANNERS All names MUST be submitted by Monday, February 26 th . Names will be sent out for spelling verification, then sent to the printer no later than Wednesday, March 7 th .

Invitations and Certificates	<p>Invitations will be given to teachers at the 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 January district PLC to be given to student artists.</p>
Installation	<p>Teachers will hang their artwork at Capital Square any time on Wednesday, April 3rd 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. Ben will be there throughout the day to assist as needed.</p>
Show Strike	<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, April 17th. 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 -- TBD**
- [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.*
 - *Click here to reserve digital cameras. (COMING SOON!)*
 - **MATERIAL MANAGER: Jen Warner-Blankenship**
(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.*
 - *Click here to reserve the printing presses. (COMING SOON!)*
 - **MATERIAL MANAGER: Amy Beumer** (amy.beumer@dmschools.org)

- Mask Boxes
 - *Eight display boxes featuring masks from all around the world for student viewing.*
 - *Click here to reserve a mask box display. (COMING SOON!)*
 - **MATERIAL MANAGER: Amy Beumer (amy.beumer@dmschools.org)**

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.