



DMPS

VISUAL ARTS DEPARTMENT

TEACHER HANDBOOK

2021-2022



Think. Learn. **Grow.**

www.dmschools.org

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WELCOME!

Welcome back to another year in the Visual Art Department with Des Moines Public Schools. As you serve the community of learners in your school, it is my aim to serve you while ensuring access to the resources and opportunities that will allow you to grow as an educator and your students to grow as learners. 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 this Visual Art Department Handbook has been assembled. 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 understand and achieve our district wide program goals. Think of it as a road map – always there to help provide direction and guidance. Of course, this handbook cannot possibly answer every question, so when in doubt, please connect with me and I will do my best to provide you with whatever supports you may need.

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.

Kathleen Davenport, Curriculum Coordinator

VISUAL ARTS STAFF DIRECTORY

| DMPS District Contacts | | |
|--|--|---------------------|
| Name, Job Title | Phone/Email | |
| Kathleen Davenport, Visual Arts Curriculum Coordinator Turnaround Arts Coordinator | 641-420-2249 kathleen.davenport@dmschools.org | |
| Carla Miller, Curriculum Executive Assistant | 515-242-8170 carla.miller@dmschools.org | |
| DMPS Visual Arts Educators | | |
| Name | FTE | Building Assignment |
| Pinion, Nathan | | BRODY MS |
| Frank, Heather | | BRUBAKER |
| Mullen, Laurie | 0.5 | BRUBAKER |
| Pinion, Dawn | | CALLANAN MS |
| Schmitt, Kristin | | CAPITOL VIEW |
| Josephsen, Jordan | | CARVER |
| Calder, Amanda | | CATTELL |
| Green, Dara | | CNTRL ACDMY |
| Dare, Kara | | COWLES |
| Lee, Judy | | EAST HS |
| Ryan Koning | | EAST HS |
| Moore, Ashley | | EAST HS |
| Weller, Joleen | | EAST HS |
| Borzo, David | | EDMUND'S |
| Fisher, Emily | 0.8 | FINDLEY |
| Sickles, Daniel | | GARTON |
| Kitt, Hannah | | GOODRELL MS |
| Moll, Alyssa | | GREENWOOD |
| Sheeley, Sarah | | HANAWALT |
| Strait, Mary | | HARDING MS |
| Fears, Madison | 0.5 | HARDING MS |
| Ogden, Derrick | | HIATT MS |
| Boes Chojnacki, Katherine | | HILLIS |
| Baugh, Danielle | | HOOVER HS |
| Endres, Amy | | HOOVER HS |
| Collins, Jaclynne | 0.8 | HOWE |
| Hesse, Lisa | | HOYT MS |
| Bash, Emily | | HUBBELL |
| Bishop, Kaitlin | | JACKSON |
| Glenn, Wendy | | JEFFERSON |
| Riechmann, Miranda | | KING |
| Oestreich, Adam | | LINCOLN HS |

| DMPS Visual Arts Educators | | |
|--------------------------------|-----|---------------------|
| Name | FTE | Building Assignment |
| Schnirring, Myriah | 1 | LINCOLN HS |
| Worthington, Heather | 1 | LINCOLN HS |
| Luna, Megan | 1 | LOVEJOY |
| Bates, Kayla | 0.8 | MADISON |
| Givens, Diana | 1 | MC COMBS MS |
| Rosella, Andrea | 0.8 | MC KINLEY |
| Wisgerhof, Ashley | 1 | MEREDITH MS |
| Mukkada, Margo | 0.5 | MEREDITH MS |
| Anders, Shannon | 1 | MERRILL MS |
| Griffith, Kelly | 1 | MERRILL MS |
| Mukkada, Margo | 0.5 | MERRILL MS |
| Kirk, Sara | 1 | MONROE |
| Williams, Sydney | 0.8 | MOORE |
| Fosselman, Abby | 1 | MORRIS |
| Banning, Jenny | 1 | MOULTON |
| Beitelspacher, Hannah | 1 | NORTH HS |
| Smith, Dwight Christopher (DC) | 1 | NORTH HS |
| Williams, Lauren | 1 | OAK PARK |
| Mattis, Meredith | 0.5 | ORCHARD PLACE |
| Warner-Blankenship, Jennifer | 1 | PARK AVENUE |
| McCoy, Mindi | 1 | PERKINS |
| Rasmussen, Lisa | 1 | PHILLIPS |
| Fenton, Jodi | 0.8 | PLEASANT HILL |
| Blanchard, Julia | 1 | RIVERWOODS |
| Lamair, Mary Pat | 1 | ROOSEVELT |
| Krayneski James, Nicole | 0.5 | ROOSEVELT |
| Goggin, Kelly | 1 | RUBY VAN METER |
| Cory, Jill | 1 | SAMUELSON |
| Wilson, Sherrie | 1 | SOUTH UNION |
| Benna, Peri | 1 | STOWE |
| Simmons, Perry | 1 | STUDEBAKER |
| Christiansen, Patricia | 1 | VIRTUAL CAMPUS |
| Harlow Vogt, Margaret | | VIRTUAL CAMPUS |
| Hillis, Tyler | 0.8 | WALNUT STREET |
| Wenck, Jessica | 1 | WEEKS MS |
| Warren, Williams | 0.5 | WEEKS MS |
| Manzer, Lindsie | 1 | WILLARD |
| Warren, Mary (Kathleen) | 1 | WINDSOR |
| Beumer, Amy | 0.8 | WRIGHT |
| Shriver, Laurie | 1 | MAC/FOCUS |

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

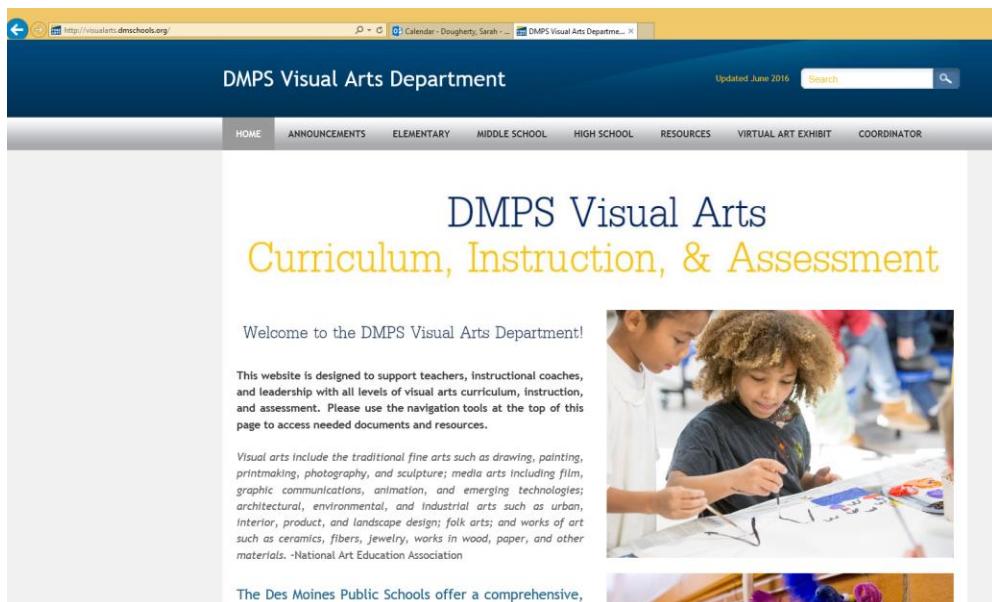
- Demonstrations of artistic techniques and uses of media
- Opportunities for practice, experimentation, and refinement based on effective feedback
- Support for divergent thinking and multiple learning outcomes
- A rich and robust variety of visual references
- A variety of critique and response formats
- 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/DMPS-Visual-Arts-2196340413960574> 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?ref=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/membership.html> 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.

| 2020-2021 PD and PLC Dates, Times, & Locations | |
|--|------------------------------------|
| Secondary | Elementary |
| Aug 23 (AM, Des Moines Art Center) | Aug 23 (AM, Des Moines Art Center) |
| Aug 24 (PM, Hoyt MS) | Aug 24 (AM, TBD) |
| Oct 29 (PM, TBD) | Oct 29 (AM, TBD) |
| Dec 10 (1:30-3:300, Virtual) | Dec 10 (1:30-3:00, Virtual) |
| Jan 19 (PM, TBD) | Jan 19 (AM, TBD) |
| March 8 (PM, TBD) | March 8 (AM, TBD) |
| March 21 (AM & PM, TBD) | March 21 (AM & PM, TBD) |
| April 25 (AM, TBD) | April 25 (AM, TBD) |

TIMES: Elementary 8:00-11:30 AM, Secondary 12:15-3:45 PM

| MEETING NORMS | PLC VALUES |
|--|---|
| <ul style="list-style-type: none">• Focus on what is good for kids• Equal voices• Get Grimy – challenge thinking• Speak your truth• Respectful use of technology• Take care of your needs | <ul style="list-style-type: none">• 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 Kathleen Davenport

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 need 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 Kathleen Davenport 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.*

ADVANCED LEARNING PROGRAM 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 and February.
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 | 4/25/22-5/11/22 |
| Reception | 5/5/22 |
| Venue | Franklin Jr High |

Teacher Timeline

- **August-February**
 - *Work on banners, collect student art for consideration*
- **January-February**
 - *Select final pieces for display*
 - *Receive matboard, invitations, and certificates via bag mail*
- **March**
 - Deadline to submit artist names via Google links (see below)
- **March**
 - Names verified and sent to print shop
- **April-May**
 - Set up show at Franklin Jr High April 25th 8:00 AM and 5:00 PM
 - Strike show between 7:30 AM and 8:30 PM May 11th



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 walls and balconies in the atrium at Franklin Jr High. 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 November 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: STUDENT WORK Please communicate on the form if the artwork is... For individual student work For collaborative work For banners All names MUST be submitted by March 28th. Names will be sent out for spelling verification, then sent to the printer no later than March 28th. |
| Invitations and Certificates | Invitations will be given to teachers at the March 22nd 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. |
| Installation | Teachers will hang their artwork at Franklin Jr High any time on Monday, April 25 th 8:00 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. Kathleen will be there throughout the day to assist as needed. |
| Show Strike | 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 May 11 th . Please do not take work down before this date. Bring scissors to cut your banner zip ties!! |

OTHER EXHIBITIONS

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

- **DMPS HIGH SCHOOL ART EXHIBIT – Polk County Heritage Gallery**
 - **Location:** Polk County Heritage Gallery
 - **Art Show Dates:** 4/4/22-4/29/22
 - **Reception Date:** 4/7/22
 - **Drop Off Artwork:** 4/1/22
 - **Pick Up Artwork:** 5/2/22
 - **Submit Artist Names HERE.**
-
- [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.](#)
 - **MATERIAL MANAGER: Kathleen Davenport**
- 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.](#)
 - **MATERIAL MANAGER: Kathleen Davenport**
- Mask Boxes
 - Eight display boxes featuring masks from all around the world for student viewing.
 - [Click here to reserve a mask box display.](#)
 - **MATERIAL MANAGER: Kathleen Davenport** 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.

SCHOOL BEAUTIFICATION PROCESS

School murals and legacy projects are great ways to build community and showcase student work permanently. Following this process ensures that all district guidelines are met prior to starting a project.

- School Beautification Proposal Form
 - Use this form to propose a mural or other legacy piece. This can be shared with building leaders or community partners to outline the goals of the project and the impact it will have on the school community.
 - [Proposal Form](#)
- District Checklist for School Beautification Process
 - Use this form prior to starting school beautification project. This form ensures all district guidelines are followed when created permanent art pieces.
 - [School Beautification Checklist](#)