

Bud Rank

Art Parent
"Docent"

Handbook

2016-2017



Go Ravens!!!

Bud Rank Elementary is committed to providing a bright future for our children. In order to save paper and our environment we have uploaded sample flyers and party ideas to our website.

www.budrank.cusd.com

Click on Parents then PTC Club

Please also “Like” our Facebook pages

www.facebook.com/budrank

www.facebook.com/pages/Bud-Rank-Elementary-PTC

Welcome Art Parent,

Thank you so much for volunteering to be an art parent for your child's classroom! We are excited to bring art into the classroom and making it accessible to each child.

We hope this handbook provides you with helpful information for the upcoming school year. This handbook should provide a clear outline of the various art parent duties, serve as a general guideline for carrying out these duties and provide you with some ideas if you choose to use them. Please do not hesitate to contact one of us if you have any questions.

One thing that makes Bud Rank Elementary such a special place is the great working relationship that exists between the parent community and staff. Through your efforts as an art parent, you will help to make a positive difference in the academic and social lives of every child at our school!

With appreciation,

Alexandra Gerena

Art Parent Coordinator

alxgerena@yahoo.com

818-425-7076-cell, texting is welcome

559-900-4191-home

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School Volunteer Policy

- The district must approve all volunteers. Forms are available in the office and must be completed and turned in to the office before volunteering can begin.
- Whenever you are at the school to volunteer, you must sign in and out every time in the main office. This is a district policy.

Resources

Betsy Pavich, District Elementary Art Representative, 559-259-6377
betsypavich@cusd.com

CUSD Teacher Center
1680 David E. Cook Way, Clovis, CA 93611
559-327-9581

www.cusd.com/teachercenter

Rhonda Wooten
rondawooten@cusd.com

artdocentprogram.com

Log In Information 2015-2016

	User Name	Password
Kindergarten	Kinder	BudrankK
1 st Grade	Grade1	Budrank1
2 nd Grade	Grade2	Budrank2
3 rd Grade	Grade3	Budrank3
4 th Grade	Grade4	Budrank4
5 th Grade	Grade5	Budrank5
6 th Grade	Grade6	Budrank6

Art Parent, At a Glance

Rewards:

- Time with your child(ren) – Priceless!
- Getting to know the other children in class and parents
- Working with the Teacher to engage the class in fun art activities
- Being a valuable asset to Bud Rank Elementary School
- Enhancing the school year experience for every student in your child's class!

Art Parent Responsibilities:

- Communicating through email and/or meeting with your child's Teacher to discuss their needs for the school year
- Introducing yourself to the parents in your classroom through a letter
- Choosing art lessons from artdocentprogram.com, completing a minimum of 4 art lessons (2 per semester)
- Coordinating art lesson date and time with teacher
- Prepare art supplies for the lesson

Optional Responsibilities:

- Plan and submit art project for the school carnival for your classroom
- Plan and submit artwork for Art in Bloom
- Any other art projects that you would like to do with your class
- Volunteering or helping PTC with activities

Art Parent, In Detail

Art Room Parent Responsibilities:

The following are a list of duties required of you as art parent

- **Communication with your child's teacher:** It is VERY important to meet with or email your child's teacher and discuss their needs and expectation for the school year. You will find that all teachers have preferences about how long and often they would like the art lessons. Teachers, like our children, are unique individuals and have different needs and requirements. Some teachers have fully established routines throughout the week and other activities, while other teachers allow more flexibility. Please follow your teacher's lead, and always remember how much the entire school community appreciates your time and efforts.
- **Introducing yourself as the "Art Parent" to the parents of your classroom through a letter:** An introductory letter is a great way to introduce yourself to all the parents in the class, provide them with your contact information, and obtain their contact information as well. This letter is your first step in establishing a relationship with all the wonderful parents who will be helping and supporting you throughout the year.
- **Use artdocentprogram.com to choose and plan your art lesson:** Each grade level will be assigned a username and password. Log into artdocentprogram.com and choose your lesson plans. The goal is to use this new art program to bring art into the classroom. We would like you to complete at least 4 total lessons (2 per semester) for the school year.
- **Coordinate lessons with your teachers:** Once you have selected your lessons then please discuss them with your teacher so you can schedule dates for when it would work best to perform the lessons.
- **Prepare your art supplies:** Some art supplies will be provided but depending on your lessons, some art supplies might have to be brought in by the art parent. Many times parents will donate art supplies and their precious time and energy to make these projects happen. We graciously

appreciate all your volunteering efforts. Art supplies can get expensive so Bud Rank PTC would like to reimburse art parents up to \$50 for supplies used for art projects. Please complete a reimbursement form and compile receipts to a total of at least \$50 and PTC will reimburse you with a check.

Optional Responsibilities:

- **Carnival Art Project:** At Carnival, each class has the opportunity to submit an art project for the silent auction. The art project goes up for auction and a portion of the proceeds go directly back to your child's classroom. Please talk to your teacher for ideas and or class time to create something unique and fun
- **Art in Bloom:** Art in Bloom is a great opportunity for students to showcase their artistic talents. Details regarding dates and requirements for Art in Bloom come out mid December with an entry deadline near the end of January. The reception for the art show is usually in February but is subject to change by administration. Artwork is judged by grade level (K-6) and winners from each grade are sent for display at the district office after the event. Students submit art for display. Students may submit art that has been completed in class or at home.
- **Optional Art Projects:** If you come across a really great idea on Pinterest or a fun seasonal craft, painting, or art project that you or the teacher would like to incorporate during the school year, please feel free to discuss with your child's teacher and plan a good time to implement it.
- **Helping with PTC throughout the school year:** The PTC relies on volunteers to staff every activity it runs throughout the school year. There is always a need for volunteers – any amount of time is greatly appreciated! Please keep a look out for PTC information in the Raven Reporter and online at www.budrank.cusd.com
- **Attend PTC, Carnival, and Art Parent meetings-** Art parents are encourage to become PTC members and are invited to all meetings. Any carnival or

art meeting you would like to attend would be greatly appreciated and encouraged.

Sample Lesson

Please see website for details on the sample lesson.
artdocentprogram.com

1-Students look at six works of art based on a theme. They will compare and contrast the images. This is called the Gallery Visit.

2-During the Gallery Visit the docent “art parent” leads an interactive discussion about artworks and artists. Questions are asked such as: “Which landscape would you like to visit?”, “Which people are closest to you?”, “What buildings do you see?”

3-A Studio Lesson follows the discussion where students create art-based pieces on the theme using a wide variety of media and techniques.

4-In the Studio Lessons students don’t just replicate the classical art they learn about. Instead, they create their own masterpieces.

5-At the close of the Lesson, students will have created a beautiful piece of art.

Teacher Question Letter/Email

Hello,

My name is _____ I have signed up to be your Art Parent this year. I will organize at least 4 art lessons for this school year.

I have a few other questions for you:

1. Please let me know the dates you would like your art lessons to be held and what time of day will work best for you.
2. Can you please provide me with a list of all the children in the class? This will help me with planning art lessons and gathering supplies. I understand you cannot provide contact information, so just names will be fine.
3. Do any children have any special needs?
4. How do you prefer to be contacted with questions? Do you prefer email, phone, note, or in person during lunch or recess?
5. Do you have any preferences in terms of lesson structure and are you able to help with the doc cam or any supplies that might be needed.

Thank you very much for your time. I look forward to working with you throughout the school year.

Sincerely,

(Your phone number and email here)

Letter to Parents

Hello Parents,

I am excited to be your classroom art parent. This is a new approach to the art program here at Bud Rank Elementary. As your child's art parent, I hope to introduce a few classic artists, fun art techniques, and help them create some unique art pieces.

From time to time I may need a few extra hands in the classroom to complete an art project. If you are interested in helping during an art lesson, please return the bottom portion of this form.

I may be sending home more information regarding specific projects, as they get closer or if needed.

Thank you everyone for your help and please feel free to contact me anytime!

(your name) -Room (#) Room Parent

[\(your](#) email address)

(your phone number)

Please return to your child's teacher to be given to me.

Child's name _____

Parent's Name(s) _____

Phone Number _____

E-mail address _____

