

Art Guide Responsibilities

- If your classroom has multiple art guides, communicate with each other to determine who will teach each lesson.
- Communicate with the classroom teacher to choose a lesson date and time.
- Portfolios (folders) – label each folder with the child’s name and file in black Art Masterpiece box provided in classroom.
- Record your lesson date and time on the calendar, which is located on the front of each grade’s art supply tub. The rest of the school year calendar is inside the blue binder.
- Review the pre-planned lesson. Additional information on the artist can be obtained on the internet and the library.
- All the lessons are on the Tarwater web-site. The Art Masterpiece option is located on the Tarwater Parent Page. Please keep in mind that the web-site is periodically updated. Verify that you are using the latest version of the materials.
- If you plan to use a slide show, let your child’s teacher know ahead of time. The classrooms have access to the web-site.
- If you plan to use the “Messy Art Day” note or optional photo request letter, make copies and deliver to the teacher in plenty of time for the parents to receive the note.
- If you plan to use the lesson summary, make copies and keep it with the artwork. You may attach them to the back of the framed project or simply file them away in the student’s portfolios.
- Check the grade level tub to make certain you have all the materials you need. Some items such as newspapers, paper towels or large trash bags will need to be supplied by the individual art guides. The supply tubs are in the supply room behind the front office. The Art Masterpiece shelves are next to the large floor safe.
- Plan for set-up time and clean-up time.
- Before your lesson, check out the art print and the biographical book (if there is a book available) from the library. The prints and books never leave the Tarwater campus and should be returned right after your lesson is over. You may want to use selected pages from the biographical books to give the student’s a broader view of the artist’s work. Preview biographical books carefully before using them in your lessons. Some books contain artwork that may not be appropriate for classroom study.
- When the lesson is complete, please put all the supplies neatly back in the art tub, and return it to the supply room.
- The finished student artwork may be displayed, but all the artwork should be saved in the student’s portfolios. The students will have the opportunity to show off their best piece in the spring during the Tarwater Art Show.
- When displaying the artwork, please take extra care not to damage the artwork itself. The student’s projects are original pieces of art. Please do not laminate or staple any art masterpiece projects. Finished projects, even colored pencil drawings, have texture and they do not laminate well. It would be best to mount or “frame” the artwork on construction paper. Then staple the construction paper to the wall. In order to save on paper or space on the wall, the mounting or “frame” could be as thin as necessary.