



CLASS

Community Liaison for
Art in Stanislaus Schools

CLASS Handbook for Schools

stanislausarts.org/programs/class

@class.ccaa on Instagram

facebook.com/ClassArtInSchools

Contact Information:

CLASS coordinator, Linda Knoll, 209-247-2626. Call or text for information.

Email education@stanislausarts.org



1015 J Street, Modesto CA, 95354

stanislausarts.org

Greetings,

It is our pleasure to be invited to your school to make art with your students!

Our Artists:

Profiles are available on the SAC website at stanislausarts.org/class-teachers. The profiles will show credentials, experience, and particular interests. You may request specific artists — availability is not guaranteed.

Projects:

A list of general projects sorted by grade level, plus tie-ins to curriculum, and other resources such as books and videos is available upon request. A gallery of student work on the website provides examples for many of our projects at stanislausarts.org/student-art

Estimates:

An estimate of costs will be provided by the CLASS coordinator. Worksheet attached. To give an estimate, we will need:

1. Number of classrooms participating, including grade level
2. Number of students per classroom. Class size shall not exceed the district cap.
Combining classes is allowed, providing you remain under the district cap.
3. Requested projects, or supply use anticipated (if applicable)
4. Travel premiums: Mileage for one way travel over 20 miles.

Contracts:

Site/District must provide a Personal Services Agreement outlining services to be provided, and terms of payment. The site or district coordinator will secure a Purchase Order and provide the number to the CLASS coordinator.

Invoices:

Invoices are sent to address on the agreement. Payment is expected within 30 days of invoicing (monthly) or when classes are completed, depending on agreed upon terms.

The *Central California Art League* is the umbrella non-profit organization to which contracts and billing will refer. We recently changed our DBA to the Stanislaus Arts Council. CLASS is now a program of the Stanislaus Arts Council.

School Site / District Coordinator Responsibilities:

1. Coordinate the contract and terms with the CLASS coordinator.
2. Act as a liaison between CLASS coordinator, artists and classroom teachers.
3. Provide daily schedules with details listed on schedule worksheet (page 6) at least 2 weeks prior to scheduled classes. Assistance with scheduling is available if needed — ask CLASS coordinator.
4. Inform classroom teachers of scheduled classes and share handbook information (page 4) in a timely manner.
5. Contact the CLASS coordinator with any schedule changes or conflicts as soon as possible.
6. Submit invoices to appropriate parties upon receipt.
7. Provide a key to break room and restrooms while the artist is on campus if they are normally locked.
8. If fingerprinting of artists is required, the district must provide paperwork and handling of documents.
9. Complete online survey upon completion of classes.

<https://forms.gle/SfEUFbKzgDpiojTS8>

Session Time:

Generally, each session runs 60 minutes. Sessions should run consecutively without extended breaks (no more than 1/2 hour in between sessions, or 1 hour lunch). Sessions may be slightly shorter (45-50 min) for TK-1st grades. Ten minutes should be scheduled between consecutive sessions for movement between classes.

Make-Up Sessions:

If sessions are missed due to illness, they will be made up by arrangement with the artist. Any sessions missed due to school events will be made up on a FULL DAY basis at the discretion and availability of an artist. Date and time changes must be made with the coordinator.

Supplies:

CLASS will provide all necessary supplies, and will charge the site according to usage. Estimate of costs are available on request.

Classroom Teacher Responsibilities:

1. Prepare the classroom to receive the artist
 - Have space open for artist's preparation of materials
 - Have a document camera available for artist demonstration*
 - Access to a sink with running water must be available
 - Space must be available for drying wet works when needed
2. Must remain in the classroom during the ENTIRE session
3. Is responsible for classroom discipline
4. Will inform the artist of students who may need adaptive equipment
5. Inform the artist if students should NOT be photographed. CLASS will ask permissions regarding photographs, and will not include any student faces or identifying marks.
6. Teacher is encouraged to participate in the art activity.
7. Complete online survey upon completion of classes.

<https://forms.gle/SfEUFbKzgDpiojTS8>

*Access to teacher laptop may be necessary

Student Workspace:

- Desks should be clear of all items except a pencil, including computers, when artist arrives.
- Students should have adequate workspace for a 12" x 18" sheet of paper plus other materials such as pastels or paints.
- Students should be prepared and ready to take part.
- Working outdoors, on the floor, or in multi-purpose room is discouraged unless specifically arranged with CLASS.

Are you interested in collaborating on lessons that connect with core curriculum? If so, please fill out the attached "Interest Form" and return it to the CLASS coordinator to schedule planning time.



CLASS
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CLASS Interest Form

School Site _____ District _____

Street Address _____

City _____ State _____ Zip _____ School Phone _____

Office Contact Person _____

Office Contact Person Email _____

Grade level: _____

Grade level contact: _____ Contact email: _____

Additional Teachers _____

of Classrooms _____ # Students per Class _____

Possible day/time for classes _____

Art topics of interest

- | | | | |
|------------------------------------|--|--------------------------------------|---|
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Pencil / Charcoal | <input type="checkbox"/> Oil Pastel | <input type="checkbox"/> Soft Chalk Pastel |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Watercolor | <input type="checkbox"/> Tempera | <input type="checkbox"/> Printmaking |
| <input type="checkbox"/> Collage | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Textiles / Weaving |
| <input type="checkbox"/> Sculpture | <input type="checkbox"/> Clay | <input type="checkbox"/> Plaster | <input type="checkbox"/> Other _____ |

Curriculum tie-in topics of interest:

- Language Arts _____
- Math _____
- Science _____
- Social Studies / History _____

Please return this form by email to education@stanislausarts.org

Questions? Call Linda Knoll at 209-247-2626.

	Monday	Tuesday	Wednesday	Thursday	Friday
Before morning recess	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:
Before morning recess	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:
After morning recess	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:
After lunch	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:
Late Afternoon	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project:	Teacher: Classroom Number: Time: # of Students: Project: