



# Artists-in-Schools HANDBOOK



Bringing  
Art  
Back  
into  
the  
Classroom

San Joaquin County Office of Education  
Artists-in-Schools  
(209) 468-4973

[swendell@sjcoe.net](mailto:swendell@sjcoe.net)  
<http://artistsinschools.synthasite.com>



# Residency Details

Site Contact \_\_\_\_\_

Residency Start Date \_\_\_\_\_

Session Day of the Week \_\_\_\_\_

Session Time \_\_\_\_\_

Artist's  
Name \_\_\_\_\_



## Notes

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Welcome to the Artists-in-Schools Program.

At the San Joaquin County Office of Education (SJCOE), we value the profound impact that the arts have on student achievement and the important role that the arts play in developing well-rounded students. For over six decades, the SJCOE has proudly provided opportunities for student growth in the arts.

Our Artists-in-Schools program promotes creativity and sparks imagination in our county's K-12 classrooms by coordinating resident artists to conduct California Standards-based lesson plans in visual arts and dance and movement.

At the SJCOE, we feel fortunate to provide this program to our county's students. Likewise, we feel fortunate that our county's school districts and schools support the arts and the extraordinary value it provides our students and families, too!

Troy A. Brown, Ed.D.  
San Joaquin County Superintendent of Schools

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We are pleased to be back in the classroom! For over 20 years students have received standards-based art lessons from Artists-in-Schools. For many students this may have been their only opportunity to experience the arts.

We thank you for making the arts a priority at your school site and we congratulate you on taking steps to insure that your students receive a well-rounded education that includes the arts.

If you have any questions pertaining to the Artists-in-Schools program please contact me at 209-468-4973.

Sincerely,

*Sandra Wendell*

San Joaquin County Office of Education  
Artists-in Schools Coordinator  
209-468-4973



### **Artists**

All AIS artists are professional artists that provide their own standards-based lesson plans in their area of expertise. The artist selects which residencies they will accept.

### **Class Size**

Class size shall not exceed the district cap. Blending of classes is allowed providing you remain under the district cap.

### **Contracts**

The Contract also known as “MOU” or Memorandum of Understanding must be signed and returned to SJCOE to hold your residency dates. This can be done up to one year in advance.

### **Contact Information**

Your school site coordinator has the artist(s) contact information. Contact Sandra Wendell at the San Joaquin County Office of Education for program details. 209-468-4973 or [swendell@sjcoe.net](mailto:swendell@sjcoe.net).

### **Invoices**

Invoices will be sent to the address provided on the MOU. The invoice will be sent at the start of the residency. Payment is expected within 30 days.

### **Make-up Session**

When sufficient notice has been given we will do our best to accommodate missed sessions. Sessions missed due to an artist illness will be made up. Any sessions missed due to a school event such as a field trip or assembly will be made up on a **full day** basis at the discretion and availability of the artist. Date changes can only be requested by the school site coordinator. See the MOU for details.



### **School Site Coordinator**

The school site coordinator shall:

1. Sign MOU (contract). Return signed MOU to SJCOE.
2. Act as the liaison between the Artist and the school site.
3. Contact the Artist prior to the start date.
4. Order all supplies from Artist's supply list. Consult artist with any questions.
5. Provide a daily schedule to the Artist
6. Inform the Artist & SJCOE in advance of any scheduling conflicts.
7. Submit invoice for payment when received from SJCOE.
8. Hold a meeting prior to start of residency with teachers receiving AIS sessions to share information provided in this handbook.

### **Session Time**

Each session will run approximately 45-60 minutes. Lower grade levels or scheduling conflicts may reduce the session time. Your school site coordinator provides the daily schedule to the artist.

**Sessions should be scheduled consecutively without extended breaks.**

### **Supplies**

Use the Master Supply List on our website. Your school site coordinator is in charge of ordering all supplies needed. Should you have any questions about the supply list contact the artist directly. The list provided has the suggested supplies needed. Inform your artist of any supply issues before the start of your residency. A supply cart should be provided and housed at the school for the artist to use to transport the supplies from room to room.

**Note: Due to COVID sharing of supplies may not be permitted, please check with your district and plan ahead.**

### **Teacher Responsibilities**

The teacher receiving AIS services shall:

1. Prepare the classroom to receive the Artist
2. Remain in the classroom during the **ENTIRE** session
3. Be responsible for all classroom discipline
4. Inform the artist of any special needs students
5. Participate in activities of the day

### **Website**

Artist profiles, supply lists and general program information can be found on our website. <http://artistsinschools.synthasite.com>

### **Workspace**

**Visual Art:** Students should be provided a desk or table for an appropriate work space. Working outdoors or on the floor creates an undesirable outcome from the session and is strongly discouraged.

**Performing Art:** Students should be provided an open work space such as an empty room or multi-purpose room. Working outdoors or in a crowded space is not permitted.

**Visual and Performing Art:** Please provide the location and a passcode or key if needed for the staff restroom and break area.

### **SAN JOAQUIN COUNTY OFFICE OF EDUCATION RIGHT OF RETENTION**

SJCOE shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproduction of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of SJCOE. Proprietary materials will be exempted from this clause.

All professional and/or personal videography, photography and audio taping is strictly prohibited unless prior written consent is obtained from the San Joaquin County Office of Education.

## **COORDINATOR'S THINGS TO DO LIST**



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

- FILL OUT AND SUBMIT REQUEST FORM**
- SIGN AND RETURN MOU**
- CREATE DAILY SCHEDULE**
- ORDER SUPPLIES FROM SUPPLY LIST**
- CONTACT ARTISTS, SHARE DAILY SCHEDULE AND SUPPLY STATUS**
- ALERT TEACHERS AND OFFICE STAFF OF ARTISTS ARRIVAL AND SCHEDULE**
- SHARE AIS HANDBOOK WITH TEACHERS RECEIVING SESSIONS**
- PROVIDE SUPPLY CART AND RESTROOM KEY**
- INFORM ARTISTS OF COVID ART SUPPLY SHARING RESTRICTIONS, IF ANY**
- SUBMIT SJCOE INVOICE WHEN RECEIVED**
- COMPLETE SURVEY WHEN RECEIVED VIA EMAIL**
- ENJOY!**

**“The best way to learn is through the powerful force of rhythm.”**

Wolfgang Amadeus Mozart

*“Everything in the universe has rhythm.*

*Everything dances”.*

*Maya Angelou*

“I would teach the children music, physics, and Philosophy; but the most important is music, for in the patterns of the arts are the key to all learning.”

**Plato**

**“Creativity takes courage.”**

*Henri Matisse*

**“The only time I feel alive is when I'm painting.”**

Vincent van Gogh

“Every child is an artist. The problem is how to remain an artist once he grows up.”

*Pablo Picasso*