

## **iARTT Program Maintenance and Updating Procedure**

Illuminating Artists Renowned Through Time (iARTT) program is an innovative and unique way in which Elementary students learn about the great artists of our time. Volunteers visit a classroom each month and discuss the life and times of an artist and then students create an art project in that particular artist's style or medium. Each year students are presented with new artists and projects. The iARTT program starts in October and runs through May. The program runs at all 3 elementary schools and artists should be consistent throughout each school.

### **To Add or Remove an Artist:**

- Recommendations to add or remove an artist(s) from the iARTT program can be made by submitting said artists to the District iARTT coordinator (if no District Coordinator is in place, then submit to PTG Co-Presidents).
- For adding artists, full details on planned lessons, intended art project, expected supplies needed etc need to be submitted with details as to why the artist should be added.
- Requests for removal need to include detailed reasoning
- Artists' changes (both additions and removals) need to be reviewed and approved by one elementary art teacher and one elementary Principal to determine if the artist/lesson is appropriate for the program/classroom and if the content (both lesson and art project) is age appropriate. The art teachers from all three elementary schools will work together to make their recommendation prior to approval.
- iARTT Program Maintenance Form must be completed with all attached documentation.
- The iARTT program Maintenance form with all signatures and documentation will be provided to either the iARTT District Coordinator (or in their absence the PTG co-presidents) for final sign-off.
- Appropriate updated artist information will be uploaded into the iARTT google drive by the District Coordinator for access by all iARTT volunteers.
- Once additions or removals have been approved and changes uploaded, the District iARTT Coordinator or PTG Co-Presidents will inform the school level coordinators of the updates. School level coordinators will then notify classroom volunteers.

## Timing of Changes/Updates:

- Any program changes should happen only once a year and should be in place for the start of the school year for consistency and ease of program execution. Change requests must be submitted by January 1st each year to allow sufficient time for review, approval, file updates, and other preparations before implementation on October 1st.
- Intended workflow:  
Volunteer → Coordinator → School Level Liaison → Principal/Art teacher for general check-off approval (*does not require in depth review*) → Liaison → District Coordinator (*yearly by 2/1*) → If >6 are submitted back to Liaisons to allow for school level coordinators/groups to meet and prioritize changes → If <6 are submitted District coordinator can submit directly to art teachers → Art teachers will review at March teachers meeting → District coordinator will disseminate information.
- Maximum number of change requests per year is six (6) in order to respect the time needed for staff to review artists/lessons.
  - *In the event that greater than 6 changes are submitted the district coordinator will notify each school of the total change requests, and ask that they prioritize changes prior to final submission.*
- All changes should keep in mind that iARTT operates within a specific budget and any art project requiring costly materials may be cost prohibitive and therefore may impact the ability to add an artist.
- All requested changes should also keep in mind that additions to the program may require removal of similar artists, in order to maintain the distribution of artistic mediums throughout the program. These changes would be completed at the discretion of the District Coordinator.
- iARTT is a district wide program, therefore all three elementary schools should utilize the same artist base and curriculum for delivering lessons. Volunteers may adapt things for their style of teaching, but should follow the overall approved curriculum provided in the Google database.
- In the absence of a district coordinator It shall be the responsibility of the person requesting the addition or retraction of artists to coordinate the change with all three elementary schools after approval.