

# VISUAL ARTS DEPARTMENT

## STUDENT HANDBOOK

2021-2022

The Kinder High School for the Performing and Visual Arts  
Named "Houston's Best High School"  
A National Blue-Ribbon School  
A National Distinguished School in the Arts  
Houston's First Magnet School  
Houston Independent School District

[www.hspva.org](http://www.hspva.org)

### **Contents**

This document contains the official policies of the Kinder HSPVA Visual Art Department. These policies are in addition to HISD School Board policies, the HISD Student Code of Conduct, the Kinder HSPVA Student Handbook and individual instructor course syllabi if applicable. The goal of our department policies is to preserve the quality of art and the Visual Art learning experience for all students. Early communication is the best way to handle any issues or concerns that may arise. You are asked to acknowledge that you have read these documents, agree to the policies and understand the consequences of violating departmental policies. If you have any questions, contact your grade level coordinator directly or email the Visual Art Department Chair, Mr. Waddell.

### **Mission Statement**

The mission of the Visual Arts Department program is to provide a solid foundation in the visual arts and to build a broad-based fine arts experience with an emphasis on idea/concept development, problem-solving and critical thinking. This approach requires visual arts students to develop critical thinking skills, enhance their technical skills and to experience and explore an extensive variety of arts related media. Additionally, it is our goal to allow advanced students the luxury of independent study and group discourse to incubate and carry out a rigorous exploration of their own areas of interest, be they political, personal, social, and/or aesthetic, resulting in uniquely individualized portfolios.

**Table of Contents**

**CONTENTS.....1**

**MISSION STATEMENT.....1**

**VISUAL ARTS DEPARTMENT PHILOSOPHY .....3**

**AN OVERVIEW: 4 YEARS IN THE VISUAL ARTS DEPARTMENT.....3**

**IMPORTANT DEPARTMENTAL DOCUMENTS.....4**

**ART SUPPLIES.....4**

**VISUAL ARTS SUPPLY LIST .....4**

**ART SUPPLIES REQUIRED FOR 10TH, 11TH & 12TH GRADE STUDENTS.....5**

**OPTIONAL ART SUPPLIES FOR 10TH, 11TH & 12TH GRADE STUDENTS.....6**

**ART AREA FEES.....6**

**ART ANGELS .....7**

**KINDER HSPVA CONTRACT AND STUDENT CODE OF CONDUCT .....7**

**STUDENT AGENDA/ORGANIZER.....7**

**TARDY POLICY .....7**

**FOOD AND DRINKS .....8**

**BREAKS/PHONE CALLS .....8**

**PARENT PHONE CALLS.....8**

**ELECTRONICS .....8**

**STUDENTS RETURNING TO CARS DURING THE SCHOOL DAY .....9**

**STUDENT EQUIPMENT CHECK IN/OUT.....9**

**PROPER STUDIO CLEAN-UP COMES BEFORE DISMISSAL .....9**

**END OF YEAR CLEAN-UP POLICY .....9**

**DRESS CODE .....10**

**ADULT THEMES, EXPLICIT CONTENT AND VIOLENT IMAGERY .....10**

**VISUAL ART DEPARTMENT GRADING POLICIES .....10**

**MAJOR GRADE FAILURES/REMEDIATION .....11**

**CRITIQUES.....12**

**SUPPORT SKILLS.....12**

**LATE WORK.....13**

**REPORT CARDS & PROGRESS REPORTS (REPORTS TO PARENTS) .....13**

**PORTFOLIO REVIEWS.....14**

**PORTFOLIO REVIEW GRADE (FINAL EXAM GRADE) WILL BE FORMULATED AS FOLLOWS: .....15**

**SENIOR SHOW REQUIREMENTS.....15**

**SENIOR SHOW EXPECTATIONS .....17**

**SENIOR SHOW PROPOSAL REQUIRED DETAILS: .....18**

**ART AREA CERTIFICATION AND ART HONORS.....19**

**ART AREA CERTIFICATION REQUIREMENTS .....19**

**SENIOR ARTIST ARCHIVED IMAGES: .....20**

**KINDER HSPVA ART AREA HIGHEST HONORS AND HONORS .....20**

**ART GUILD .....20**

**ART GUILD SERVICES AND ACTIVITIES.....21**

**LETTERS OF RECOMMENDATION REQUESTS .....21**

**QUESTIONS.....21**

**SHOP SAFETY .....22**

**PARTNERS & QUALIFICATIONS:.....23**

<b>EMERGENCY PROTOCOL.....</b>	<b>23</b>
<b>VISUAL ARTS DEPARTMENT TECHNOLOGY RULES.....</b>	<b>24</b>

## **Visual Arts Department Philosophy**

The Visual Arts Department believes that each student has unique needs, backgrounds, strengths and abilities. We look for motivated and curious learners, understanding that it is important to nurture the whole individual. We support them in investigating and integrating Art, Academics, Character Development and Physical and Mental Health to achieve personal success. Students who are accepted into our program have demonstrated exceptional potential in their audition. Growth within the art area will require hard work and extraordinary commitment and dedication. We seek to accomplish this by working and communicating as a team with the students, their parents and our colleagues to foster the development of a well-rounded and contributing artist/citizen. Our program is critique based. We encourage our students to be open and receptive to feedback through constructive criticism and to be committed to personal growth. We want to support students in becoming contributing, responsible and generous creative-thinkers and problem-solvers of good character. We hope they will become leaders who generate positive change in our world.

## **An Overview: 4 Years in the Visual Arts Department**

9th grade is a foundational year in the Visual Arts Department. Students learn the elements and principles of design and intensively work on drawing skills and art journal use. Freshman year is an adjustment and transitional year into high school. A new school environment and rigorous art expectations can be challenging to 9<sup>th</sup> grade students. During the 2nd semester, 9<sup>th</sup> graders are introduced to digital technology and other skills they will need as they continue in the program.

10th grade students spend the year in media specific classes. Students receive introductions to various lab safety, processes, materials and techniques for most of the media offered. Students are introduced to Art Criticism and Critical Thinking/Idea Development.

11th graders begin to create a body of independent work that expresses personal interests. This core activity is teacher guided, self-directed exploration. Junior year can be challenging for students and requires maturity, motivation and persistence to accomplish two very different art activities. The first activity is “finding” a starting point and the second activity is “exploring” that idea in depth, creating many pieces around that one core idea. Commitment to this creative process is critical to a basic understanding of professional art making and will help to guide each student’s own artistic explorations. Juniors have elective media classes, journal and advocacy time which includes art history, art investigation and drawing each semester. Students start writing artist statements and documenting their work.

12th grade visual artists continue the process of independent study supported by electives and a senior concerns course. It is our hope that by their senior year, students feel confident and are highly involved in their work. Seniors relay their ideas visually, verbally and can discuss and critique artwork in a professional manner. Seniors apply for college, enter Young ARTS and host a senior show in the spring.

## **Important Departmental Documents**

We periodically send home documents for parents, including Progress Reports. At the beginning of the year, there are a variety of time-sensitive departmental documents that require parental response via signatures. Students may not go on ANY FIELD TRIPS until all required documents are turned in to the instructor. Please complete the STUDENT INFORMATION SHEET carefully and completely. This information will be used to contact you in case of an emergency.

## **Art Supplies**

Please see the ART SUPPLY LIST all students will need throughout the four years at Kinder HSPVA. Students need their art supplies for the first day of school and it is mandatory that every student has their supplies available every day, and to keep their supplies LOCKED in their lockers when not being used. Freshmen will be supplied with a lock for their art locker. Freshmen will be assigned one locker mate for the year. Sophomores, Juniors and Seniors will have their own art locker and will provide their own lock.

We discourage students from "borrowing" other student's supplies and suggest that all supplies clearly and permanently marked with their name. Supplies are required daily and will be checked for ALL grade levels. Student failure to bring needed materials and supplies to class will adversely affect their conduct.

Upperclassmen (10th, 11th, 12th) should have supplies from the previous year, but may need to replenish supplies, purchase additional supplies or replace lost items for a specific class. We do not provide supplied or materials on the Supply List during daily classes.

If a student is financially unable to provide these supplies, their parent must notify their grade level coordinator before the supply check through the form.

## **Visual Arts Supply List**

# **2021-2022**

**Retailer suggestions for purchasing art supplies include:** Texas Art Supply, Michael's, Hobby Lobby, Jerry's Artarama, Amazon

## **ART SUPPLIES REQUIRED FOR ALL ART STUDENTS**

- Folder – 1 for Departmental Papers. MUST BE 3-hole clasped OR a binder with dividers for all
- drawing board (to fit 18" x 24" paper and portable to take on fieldtrips)
- plastic toolbox (tackle box) to store and transport supplies
- roll of paper towels
- small, handheld pencil sharpener
- ebony pencils (4 minimum)
- 4 or more black felt tip markers or sharpies (one thick and one thin) (these may NOT be Micron pens
- paint brushes: Suggestions: (#1 or #2) and (#10 or #11) round, soft watercolor type and an inexpensive, 1" sponge brush
- palette knife (choose one that works for you! Can be metal or an inexpensive plastic one)
- Elmer's glue
- Exacto knife w/ #11 blade
- glue stick
- extra #11 blades
- hot glue sticks
- 12" metal ruler
- hot glue gun
- roll 1" masking tape
- White Mars Plastic Eraser
- needle nose pliers
- kneaded eraser
- 16 GB SD Memory Card for Digital Camera
- 16 GB (or larger) USB Flash Drive
- Watercolors (inexpensive pan watercolors with at least 6 colors)
- large scissors (at least 4" blades)

## **ART SUPPLIES REQUIRED FOR 10th, 11th & 12th GRADE STUDENTS**

- combination lock for art locker
- one pair safety goggles
- shop shoes\*(see below)
- tape measure
- dishwashing gloves
- For Seniors ONLY - a **second** 16 GB (or larger) USB FlashDrive (for Documenting Image storage)

## **OPTIONAL ART SUPPLIES FOR 10th, 11th & 12th GRADE STUDENTS**

- staple gun (& staples)
- hammer
- flat blade screwdriver
- Philips screwdriver
- utility knife and blades
- Lino cut tool (with multiple blades) optional: to complete work at home, we cannot check these items out
- Etching scribe optional: to complete work at home, we cannot check these items out

### **Art Supply Notes:**

- The supply list is extensive, and we recognize that the materials are a major investment. However, if students take care of these items from year to year, they should only have to replenish the expendable supplies.
- Keep in mind, some art courses are individualized, and additional supplies may be required.
- Many of these supplies are available at discount home centers, hardware and art supply stores. Look for student grade (NOT professional)!

ALL REQUIRED MATERIALS MUST BE REPLENISHED BY THE STUDENT WHEN USED, LOST OR BROKEN.

\*Please note: “shop shoes” must be closed-toed, sturdy uppers: leather work type shoes. Students will not be able to work in the shop in flip flops, shoes made of flammable synthetic materials, soft canvas type shoes or shoes that do not adequately cover the feet. Even if a student just needs to use the shop to build a stretcher for painting or printmaking or needs to perform any other activity in the shop or courtyard, they are required to have shoes that will protect their feet.

### **Art Area Fees**

Our student success has always been dependent on supplementing our allocated HISD funding by asking students to contribute an Art Fee.

The Art Fee for 9th graders is \$250 for the year. The fees for 10th, 11th and 12<sup>th</sup> graders are \$295 for the year. Please pay with credit card (online), cash or check (to your advocacy teacher through the student).

Checks should be made payable to "HSPVA." Students should give the check to their grade level advocate to process. Checks or cash should be given to your grade level advocate. You may pay online at

9<sup>th</sup> Grade

<https://schoolpay.com/pay/for/9th-Grade-Visual-Arts-Fee-20212022/SevI58m>

10<sup>th</sup>-12<sup>th</sup> Grade

<https://schoolpay.com/pay/for/1011th-Grade-Visual-Arts-Fee-20212022/SbjB2eD>

**It is important to pay these fees as soon as possible.** If parents need to make payment arrangements, please note the arrangements you prefer on the ART FEE FORM. If there are extenuating circumstances that make difficult to pay, the Art Fees may be waived.

### **Art Angels**

The department is always seeking "Art Angels" who wish to donate an extra Art Fee or any other amount to help another talented student who cannot afford the expense. If you would like to help, you may provide more than the allotted fee. The Visual Arts department appreciates your generosity and your donation.

### **Kinder HSPVA Contract and Student Code of Conduct**

Please read the HSPVA Entrance Agreement, HSPVA Contract, all applicable course syllabi and the HISD Student Code of Conduct booklet. Students are expected to follow all school rules and course syllabi.

### **Student Agenda/Organizer**

Art students are REQUIRED to use an agenda, calendar or personal organizer to keep up with due dates, meetings, deadlines, special events, and other responsibilities. Students are provided one free agenda at the beginning of the school year. Students must bring their agenda/organizer every day to art classes and is a part of their daily supplies. It is part of their grade for Portfolio Review each semester.

Students may use an electronic calendar/planner as a tool of organization such as a Google Calendar or Microsoft Calendar. This does not include apps for notes or a checklist that disappears. We do not accept homemade or handwritten calendars, checklists or notes as a calendar. Consistent use of an agenda allows students the ability to plan for assignments and timelines months in advance. They need have ample room designated for each date.

### **Tardy Policy**

School begins at 7:50 am. Students should plan accordingly to turn in equipment, going to lockers, going to the bathroom before the school day begins. Students should not be late to any class period.

Students may not go to art lockers or drop things off in art when 1st period starts.

Within the art classes, tardies are not acceptable. The following consequences apply to tardies at the beginning of class and/or returning from an instructor designated break late.

3 tardies = detention

4 tardies = conduct cut

5 tardies = office conference

6 tardies = 6-week Conduct Grade = "U"

All Seniors = possible loss of Senior Show Privilege and Art Department Certification.

## **Food and Drinks**

Students are not allowed to eat or drink in art classes unless they have turned in a doctor's request on file in the Art Office or the nurse's office. This is a necessary safety issue and it protects student health and artwork in progress. You may drink water in the classroom. It must be stowed and kept away from electronics and artwork.

## **Breaks/Phone Calls**

Breaks during art class are for students to use the bathroom or have a water break. Break times are designated by the teacher and students are expected to return to class promptly and by the designated end of break time. Students should be in the room before or when the bell rings.

Students may not use their cell phones during class time or break time unless instructed to or given permission by an instructor. Students may use their phones before school, at lunch, and after school.

## **Parent Phone Calls**

**Parents, please help us to encourage responsible use of electronics by NOT calling or texting your student during the school day.** If the need to contact your child arises during the school day, please call the main office at 713-942-1960 to send a message to your student. If a student needs to call home during the school day, they should ask their instructor for permission. If your child is feeling ill, they should go to the nurse first.

## **Electronics**

Students may use devices to listen to music at the discretion of the individual teacher. Students are not allowed to use their cellphones in the department for social media, texting, gaming or making phone calls. Students may use their personal computers and laptops for class projects, at the discretion of the teacher. We have computer labs designated for technology use. Kinder HSPVA is NOT responsible for student personal items or electronics. Students should be very careful with their personal items and do not leave them unattended at any time. USE OF ELECTRONICS DURING ANY TESTING IS STRICTLY PROHIBITED AND VIOLATION OF the HISD Code of Conduct. This also applies to the study periods provided by the Art Department to students prior to Final Exams and during all standardized testing sessions.

## **Students Returning to Cars During the School Day**

Students may not go to their cars during class time. Students need to arrive at school early enough to get their supplies and projects out of their cars and into the classroom BEFORE school begins.

## **Student Equipment Check In/Out**

Students may, on some occasions need to check out equipment for assignments. This is only done by requirement of the art faculty for school artwork. If equipment is checked out to a student, they are responsible and liable for the equipment while in their possession. Please encourage your student to be careful to prevent loss, theft and/or damage, or misuse of art equipment.

In order to maintain the privilege of being able to check out equipment, students must return the equipment in the following responsible manner:

- Students must arrive at school early enough to check the equipment in with the art faculty before school begins and with enough time to arrive to their 1st period class on time.
- Students who are not able to check in equipment in a timely manner will not be allowed to check out equipment after three infractions and must use their own equipment.
- If you are late to school, you must return equipment during the *next* passing period.
- Students whose bus is late must show us their late bus pass. Students with a late bus pass from the front office are excused.

## **Proper Studio Clean-up Comes BEFORE Dismissal**

As part of their conduct, students must participate satisfactorily in Studio Clean-Up at the end of every art class. They should clean up promptly in a cooperative spirit and may not leave class early.

## **End of Year Clean-Up Policy**

At the end of the Fall semester, students should clean out lockers and take artwork home to make room for the Spring semester. At the end of the Spring semester, students

should clean out lockers and take ALL supplies, locks, and artwork home for the summer.

Art Department teachers must clean out the department the day school dismisses for summer and if we find student belongings (artwork, supplies, clothes) after Final Exams are over, conduct will be reduced one letter grade.

### **Dress Code**

Students must arrive to class, on time, dressed appropriately for safe use of equipment and within the different art areas and labs. Please see the safety procedures for printmaking and sculpture labs for more details. Students exert various physical demands on a daily basis including but not limited to: using step stools and ladders to hang artwork, put items on top of lockers, work with heavy machinery in shop, welding, use of wood tools, bending over to create things on the floor and to put things away. Covered, close toed shoes are required for students working in the sculpture lab. Wearing shoes with tread with our concrete floors in other art class areas is highly suggested for safety reasons.

### **Adult Themes, Explicit Content and Violent Imagery**

Please note that our faculty takes the sensitive nature of developing students seriously and we make every effort to honor parental discretion in all our classes and activities. Understanding that our world, the Internet and the oeuvres of many fine artists contain imagery that could be considered adult in theme, content or violence, HISD has taken security measures to filter this content. Additionally, we edit content when possible. If we are aware of any such content in a film or in the oeuvre of a guest artist invited to present, we will make every effort to notify parents at least a week in advance and will provide alternative activities when requested. Please recognize that your student will also need to research artists and artwork outside of school. We rely on your guidance with respect to the appropriateness of the content they view. We appreciate your help and partnership to keep our students' safe.

### **Visual Art Department Grading Policies**

The following are criteria the art faculty agrees are important for evaluation. The percentage of the application of this individual criterion in each art class may vary according to the emphasis of each assignment.

CONCEPT (originality, exploration and communication of idea)

CONTENT (quality of information conveyed)

EXPERIMENTATION (risk taking)

OVERALL QUALITY (the success of results, including craft and technical skills demonstrated)

PREPARATION (use of outside time in relation to the class, including the development of ideas, planning and journal work)

Visual Art Grading Categories	Assignments in this Category
Major Grades (40%)	-Evaluation of Long-Term Art Projects *Quality, Quantity, Risk-taking, Originality, Idea, Meeting Prompt Objectives -Major Tests -Major Presentations -Major Papers
Classwork/Daily Grades (30%)	-Daily Artwork -Progress Checks -Quizzes -Short Term Art Projects -Critique Engagement
Journal Grades and Homework (20%)	-Journal Assignments -Planning
Classroom Maintenance (10%)	-Performance and Productivity** -Supply Checks -Notebook/Folder Checks -Various Required Documents

\*\*P and P includes:

- Productivity towards goals from class to class
- Demonstrating ongoing and consistent focus, effort and motivation
- Being open and receptive to feedback, taking advice
- Being engaged with the instructor to gain feedback by listening and asking questions
- Going beyond minimum expectations to achieve exemplary and original results

On the HISD Report Card, art students receive 4 art grades worth 0.5 credits each. Therefore, students will have a total of 2 credits in art per semester.

We enter grades as quickly as possible, but often, the students work on projects for a good portion of a grading cycle and grades are not issued until a result can be evaluated. This can cause grades to be entered later in the grading period. We always encourage students to talk to their instructors about their progress if they are unclear how they are doing. Instructors issue individual Progress Reports to alert them and their parents when there is a potential problem.

### **Major Grade Failures/Remediation**

If a student receives a failing grade on an assignment in a Major Grade category, they must request a remediation/plan of action from their grade level advocate within 2 days of receiving notification of the failed grade to remediate the failed grade/assignment. The **student should request remediation from the grade level advocate during journal time, or in the art office or via email.** The remediation plan will include what assignments or tasks the student needs to complete and a due date for completion, which is non-negotiable. Late work will not be accepted for remediation. Remediation may be an alternative assignment from the original assessment. **All remediation plans or assignments will be assessed and a remediation grade of no higher than 70 will be determined.** Students are urged to take the initiative to speak with instructors about failed assignments. Please note: the use of journals, folders and notebook assignments are considered a daily requirement in the Art Department. These types of assignments are considered daily grades and are not subject to remediation in the case of incomplete or missing work.

## **Critiques**

A “critique” is the discussion, description, analysis and evaluation of artwork. At Kinder HSPVA, we often conduct critiques in a group setting, which allow students to observe the many ways that individuals perceive and think about the same information/artwork. This fundamental tool supports students in learning to look at visual information and discover meaning through a variety of reasoning skills. They must become keen observers, as well as develop the ability to synthesize details and understand the whole of a matter. They use deductive, inductive, intuitive, experiential and holistic reasoning and they become able to manifest their learning in communication with others. It allows them to hear other human observations and judgments and to give and receive information that is instrumental in growth over time. It is an essential pathway to learning in the critical study of the arts. We are a critique-based program and participation is vital to student critical thinking and communication. Through critique-based instruction, students practice contributing quality, substantive observations and opinions during every critique. Students also learn to engage in professional and equally contributory conversations.

**Student active participation in every critique is required. Habitual absence for critiques is not acceptable** and will affect overall student progress in the Kinder HSPVA Visual Art Department. Please understand that if a student misses a critique, opportunities for learning are truncated, as the class cannot reconvene to provide the critique experience for one student. If a student is absent for a scheduled critique, they must complete a make-up assignment assigned by the instructor. The make-up assignment will be designed to help the student to practice some of the skills used in critique but it does not replace the need of the student to utilize their thinking and communication skills in a group format or of presenting their work in a professional setting. If a student is absent for a scheduled critique, parent verification of absence may be required to determine if student work is late.

## **Support Skills**

Students are expected to demonstrate growth through their artwork by making productive studio choices. Beneficial studio habits are essential and will be taken into consideration. Students should engage in critique, ask questions, communicate with instructors, and be open and receptive to take advice from their instructors. We expect students to be highly motivated and to work very hard and to demonstrate their essential commitment in art, since this is what brought them to Kinder HSPVA.

Conduct is also evaluated independently and includes maturity, preparedness, promptness to class, clean-up and appropriate classroom behaviors. We expect students to have excellent conduct in their art area. If a student earns 3 consecutive 6-week grades of P (poor), the final P will become a U (unsatisfactory) for the semester.

### **Late Work**

Students are required to turn in work on time and according to instructor deadlines. Late points will be deducted from the late assignment is as follows:

#### **Late Point Scale:**

**1st day after due date: 10 points off/deducted**

**2nd day after due date: 20 points off/deducted**

**3rd day after due date: 30 points off/deducted**

**4th day after due date: 40 points off/deducted**

**5th day after due date: 50 points off/deducted**

**No work will be accepted after a week but you will still need to have the project to show at Portfolio Review.**

Each day is defined as each school day, not a day on which the class meets. Holidays do not count as school days.

Students must turn in late work to any of the full-time art faculty, if their instructor is not available. The faculty will record the day it is turned in with a signature.

If a student has an excused absence, they will be given additional time to make up work. When their work is turned in, we will note the day the work is submitted to the instructor and the date of the students' return to school.

If a student is absent on the day the assignment is due, the work becomes due on the FIRST day the student returns to school. If habitual absence on due dates (or critique dates) is observed it may necessitate a parent conference and the creation of a student intervention plan.

If a student is going out of town or has other similar circumstances and informs their instructor at least 5 days in advance, the instructor can use their discretion to assign an alternate due date for the assignment.

If a student has an extended absence due to serious illness or injury, the Art Department faculty will review the student's individual situation and circumstance to determine what actions are in the best interest of the student and their academic progress. We will determine the extent of make-up work required and support necessary to assist the student in recovery with considering possible effects on necessary graduation requirements.

### **Report Cards & Progress Reports (Reports to Parents)**

PLEASE refer to the HISD school calendar for specific progress and report card dates. Kinder HSPVA distributes Progress Reports and Report Cards once per six weeks. The Visual Art Department will issue progress reports to students and parents 1 time per six weeks.

Please note: PowerSchool automatically reports art grades collected at progress report time, but the grade may NOT accurately reflect the student's current achievement, as some projects in art are long-term and evaluations may not be appropriate or complete at the time of the HISD Progress Report is issued. For this reason, Art Department issues individual progress reports throughout the 6 weeks when necessary. A parent signature is requested for all distributed Visual Art progress reports.

## **Portfolio Reviews**

ALL 9th, 10th and 11th grade Art Students receive a Portfolio Review near the end of each semester to evaluate their overall ARTISTIC GROWTH for the semester. Individual pieces are not re-evaluated, and students are not compared in any way. Rather, we assess the overall development of the student's individual potential from the beginning of the semester to the end. The result of this evaluation is the Final Exam Grade. Components of the Portfolio Review are as follows:

-EVERY student is required to have ALL the work assigned from all their art classes for the entire semester. The work must be in the proper order:

By class: each in a separate section with dividers & chronological from earliest to most recent (August-January/January-June)

Interim Drawings: should be included in a separate section with labeled divider.

Outside or extra work: should be included in a separate section with labeled divider.

-Journals: All journals for the entire YEAR are required. These should be tabbed at the end of each 6 weeks.

-All CALENDARS/PLANNERS for the entire YEAR are required.

-All SUPPLEMENTAL HANDOUTS for the semester are required. These must be 3-hole punched and assembled in chronological order, by class, into a binder, with dividers. They may NOT be left in pockets of folders.

-All DEPARTMENTAL HANDOUTS for the entire YEAR are required. These must also be 3-hole punched and assembled in chronological order, into bradded folders or a binder, with dividers.

-Resume folder (provided by the department) or resume printed out with current information about volunteer work, outside classes, organizations, clubs, etc.

-No individual instructors may give permission to any student or students to leave ANY work out of their portfolio

**If students are missing work from their portfolio, they should see their grade level teacher and get a note to resolve any issues prior to the review.**

Students have been asked to prepare weeks in advance of reviews. Everyone is expected to be prepared to present by the first day of reviews. Students must present their portfolios on the day of portfolio review. If a student's portfolio is not complete on the day of review, the student will still present the artwork they have present. If portfolios are not present for review, it is considered late and are subject to late point deductions. Any student who fails to complete a satisfactory Portfolio Review, is subject to receive a failing grade for their Final Exam Grade in Art. Students will have to discuss a remediation plan within 2 days of their initial portfolio review with their grade level teacher. Remediation plans, assessments and assignments for portfolio reviews will be assessed and will receive a grade of no higher than 70 if all components of the remediation plan are mastered.

**PORTFOLIO REVIEW GRADE (Final Exam Grade) will be formulated as follows:**

- Artistic Growth: 50%
- Support Skills: 15% (motivation, focus, openness to criticism...)
- Calendar: 5%
- Journal Quality and Quantity 20%
- Portfolio Organization & Care: 5%
- Portfolio Inventory/Completion of Work: 5%

All students will receive a rubric with the breakdown of points earned from portfolio review. All students must promptly clear their work out of the department immediately following their Portfolio Review. Lockers must be cleaned and emptied by the last day of Art Classes 2nd semester. If work or supplies or other belongings are found in the department after that date, students will receive a conduct cut.

**Senior Show Requirements**

The privilege of having a senior art exhibition is expected to be earned by each student in the art department. Participation in this exhibition is required in order to maintain eligibility for an "Art Department Certification" awarded at the time of student graduation. The following list are the requirements for a senior student to have an Art Department sanctioned "Senior Art Exhibition" (Senior Show).

**Prospective Senior Show Recipient Requirements:**

- Be a student in the Kinder HSPVA Art Department for their entire junior and senior year
- Be on Grade Level in all courses

- Have earned ALL required GRADUATION CREDITS, except those enrolled in at Kinder HSPVA by the first day of the Spring semester their senior year (date determined by school calendar)
- Not have 4 or more unexcused absences in any course (Academic/Art) during their Senior year
- Have attendance consistent with HISD Policies and not have 4 or more unexcused absences during their senior year in all classes (Art & Academic) by the date Senior Shows are set by the chair of the department.
- Not be placed on Art Area or Disciplinary Probation or an Art Area or Disciplinary Growth Plan during their senior year
- No violations from any previously negotiated Growth Plan
- Not receive a 6 weeks Conduct Grade in Art below P during senior year
- Not receive a 6 weeks average below 77 during senior year
- Have a minimum of 10 pieces of quality work (subject to faculty review and approval)
- Work must be made from January of Junior Year until meeting with chair in November of Senior Year
- Work must pertain to the Artist Statement and fit within the focused body of work
- Work must be in clean, ready to install condition.
- Submit a “Senior Show Proposal” and an “Artist Statement” at the assigned due date in the Spring Semester
- The proposal and “Artists Statement” must correspond with the student's body of work. A faculty committee will evaluate and approve or deny each proposal. No changes may be made to an approved proposal. Any applicant, whose proposal is denied, will have 3 days to respond in writing and/or resubmit proposal.
- Student failure to meet any of the above requirements will result in the loss of the Senior Show privilege
- Students who are not eligible for a senior show will result in the loss of receiving an Art Department Certification. Students who are not eligible for a senior show will be given an alternative assignment for the final exam.

**Loss of Senior Show due to Grades:** If a student loses their Senior Show Privilege due to failing grades, the student will have 1 opportunity to re-earn their senior show. The student must consult with the Art Department Faculty to determine a plan for senior show remediation. All remediation plans will have a start and end date for completion set by the faculty. The student must meet a minimum number of approved pieces to meet remediation requirements. If a student does not meet all senior show remediation requirements, the student’s senior show will be permanently lost. Art Area Certification cannot be re-earned from initial loss of senior show.

**Loss of Senior Show due to Lack of Pieces:** If a student loses their Senior Show Privilege due to lack of pieces, the student will have 1 opportunity to re-earn their senior show. The student must consult with the Art Department Faculty to determine a plan for senior show remediation. All remediation plans will have a start and end date for completion set by the faculty. The student will be given a set timeframe to complete a set number of approved pieces to meet remediation requirements. If a student does not complete the number of pieces set by the faculty or fails to meet all senior show remediation requirements, the student’s senior show will be permanently lost. Art Area Certification cannot be re-earned from initial loss of senior show.

**Loss of Senior Show due to Excessive Unexcused Absences:** If a student loses their show due to excessive unexcused absences (4 or more absences), they will have 1 opportunity to re-earn their senior show. The student must consult with the Art Department Faculty to determine a plan for senior show remediation. All remediation plans will have a start and end date for completion set by the faculty. No additional unexcused absences may be accrued by the student after the start date of their remediation plan. Additional unexcused absences during the remediation period will result in the student's permanent loss of their Senior show. A student will also have to meet a minimum number of approved pieces to meet remediation requirements. If a student does not meet all senior show remediation requirements, the student's senior show will be permanently lost. Art Area Certification cannot be re-earned from initial loss of senior show.

**\*\*\*All Remediation Plans and Senior Show Privileges are determined by the Art Faculty and are final. If you have any questions regarding Senior Shows or Remediation Plans, please contact Mr. Waddell, Kinder HSPVA Visual Art Department Chair\*\*\***

### **Senior Show Expectations**

Students who meet the Senior Show Requirements from above will be awarded a Senior Exhibition. All students who are eligible for a Senior show will need to complete the following steps below:

Submit a FINAL updated "Artist Statement" at least one week prior to their scheduled show. Each statement will be approved (by the faculty) and revised (by the student) as needed. The "approved version" must be displayed as part of each student's Senior Show.

Prepare and facilitate their own publicity (flyers) for their show within the following parameters:

Senior Show Flyer must be 2-dimensional and no larger than 8.5" x 14"

Flyer must be appropriate for general audience viewing.

Flyer must be approved by the department chair and an Assistant Principal before the flyer can be posted anywhere on campus or online.

Students must follow the current guidelines for posting materials on campus:

Senior Show flyers must be displayed on approved bulletin boards, or spaces using no tape, staples or pins on painted surfaces/walls

Students will install work in the gallery on specific date assigned by instructor. Students will work as a member of a team comprised ONLY of their show mates. (NO outside helpers or parents are allowed.)

Students MUST plan their installation to be manageable within the time, manpower and space constraints allowed. The faculty is available for advanced (preinstallation) consultation.

Students must have their exhibition evaluated by a faculty committee. This evaluation will be reflected as the student's final exam grade for the Spring Semester. A grade of less than 80 will result in the loss of Art Area Certification.

Participate in the cleaning, re-spackling, painting and refurbishing of the gallery and art gallery equipment prior to the first senior exhibition and mid-way through the spring semester.

Dismantle their exhibition during their art block on the Wednesday preceding the next exhibition, restore the gallery, the gallery storeroom, floors, all walls and all pedestals to a pristine state (this includes painting and spackling when needed).

Remove all trash and debris and clean the gallery (including the back room and the storeroom) during their art block on the day (Wednesday) preceding the next exhibition.

Remove all their artwork from all the gallery rooms (including the storeroom) during their art block on the day (Wednesday) preceding the next exhibition. Failure to do so may result in the work being discarded and point deductions from the student's exhibition grade. (Example: leaving trash/work/materials in gallery, not fully repainting, leaving gallery unclean, left trash, artwork or materials, poor gallery wall condition or post-show preparation etc.

Be in attendance the day preceding the show installation of the show AND the day following the opening of the show.

Have a designated peer to open the front door on the 1st floor to greet guests and help handicap people in the elevator. Students can talk to the department chair about host responsibilities and coordinating with the front office staff for guest entry.

### **Senior Show Proposal Required Details:**

All circumstances that include the following MUST be defined clearly and in detail in your Senior Show Proposal and MUST relate to your "Artist Statement" for approval:

Any alterations inside the gallery (flats, partitions, walls, etc.).

Any installations and/or site-specific work.

Any work designed and/or constructed exclusively for the Senior Show.

Any work of a potentially sexually explicit or sensitive/mature nature.

### **Students may show video as part of their exhibition under the following conditions:**

All videos included in a student's senior show must be approved by the Art Department.

Videos must be formatted properly and set to loop.

Videos must be submitted to and tested by faculty to assure proper operation one week prior to the installation of show.

The Art Department will NOT approve any alterations to the outside of the gallery or any artwork to be displayed outside the gallery. Senior shows are confined to the gallery space. (Work outside the gallery requires a separate proposal and must be recommended by the Art Department to the Principal for approval.)

All openings will take place from 3:40 to 6:00 PM on the day scheduled. THERE CAN BE NO FOOD SERVED AT THE OPENINGS. Soft drinks ONLY may be served in the hall outside the gallery.

Failure to meet any or all these requirements may result in point deductions from the senior show (final exam) grade, work being removed from a senior show, and/or a senior show being closed or not being allowed to open. Students may also lose the ability to earn the Art Department Certification upon graduation. Students should follow all Senior show requirements to avoid possible consequences.

### **Art Area Certification and Art Honors**

Due to the high artistic and rigorous academic standards our students must meet for admission and graduation from Kinder HSPVA, the Houston Independent School District grants our campus the privilege of bestowing a special recognition (Art Area Certification) to students who meet specified departmental standards that exceed normal graduation requirements.

### **Art Area Certification Requirements**

In order to qualify for Art Department Certification, a student must:

- Be a student in the Art Department of Kinder HSPVA for their entire junior and senior year
- Not be placed on Art Area or Disciplinary Probation or an Art Area or Disciplinary Growth Plan during their senior year
- Not violate any previously negotiated Growth Plan
- Have met ALL required GRADUATION CREDITS, except those enrolled in at Kinder HSPVA by the first school day of the Spring semester of their senior year
- Not receive a 6 weeks Conduct Grade in Art below P at any time during the senior year.
- Have attendance consistent with HISD Policies and not have excessive unexcused absences during their senior year in all classes (Art & Academic).
- Students must qualify, be awarded and participate in an approved and sanctioned senior exhibition and must meet all the requirements of that exhibition. (See Senior Art Exhibition Requirements).
- Have not lost their Senior Show Privilege either before or after their schedule exhibition.
- Not receive a grade of below 77 for all art classes. This requirement will begin senior year.

- Submit to the Art Department an updated and typed artist statement, at least 1 week, prior to their senior exhibition, and include the revision of that statement in their Senior Show.
- Submit to the Art Department their approved, updated and typed artist statement upon the opening of their senior exhibition.
- Submit to the Art Department a set of 25 quality archive images of their best artwork, as specified in the “Senior Show Requirements” document.

### **Senior Artist Archived Images:**

Senior must submit to the art department a set of at least 25 quality, digital (clear, easily readable) archive images. These must meet the formatting requirements designated by youngARTS. Images must depict the student’s best pieces of artwork. All 25 images must be submitted by April 15th (senior year). They may be updated as needed.

The images must depict 25 different pieces of artwork. The division will be as follows:

- 15 images (minimum) from the students “Area of Concentration”
- 5 images (minimum) taken from journal pages
- 5 images (minimum) from observation/life drawing (figure, still life, landscape, etc.)
- These THREE sets of images should be organized in 3 separate and labeled folders and copied to a Flash drive that is “named” and labeled with their name and class year.

Students who work primarily with video or animation may substitute a flash drive of that work for 10 images.

Each student’s best images, as determined by the faculty will be shown during graduation the ceremony.

### **Kinder HSPVA Art Area Highest Honors and Honors**

The student’s art grade point average is based solely on grades from the student’s art area classes. The top five percent of art students will graduate with highest honors and the next five percent will graduate with honors. To graduate with highest honors or honors, the student must also be eligible to receive the Kinder HSPVA Fine Arts Certificate and have attended Kinder HSPVA for at least their junior and senior years, in the same art area.

### **Art Guild**

It has been our great fortune to have many supportive parents over the years who have assisted the Art Department in many ways. We would like 100% of our Visual Art parents to be a part of the Art Guild membership. Regardless of paying a membership donation, we encourage ALL parents to sign up for newsletters and updates. The Art Guild was formed to focus and coordinate efforts specifically for the visual art department. Our Art Guild has worked hard to help us keep art fees for our students at a minimum.

## **Art Guild Services and Activities**

The guild assists with hosting the Middle School Workshop, hosting luncheons for the college reps during Third Coast, running occasional errands, hanging shows outside of school, chaperoning Field Trips, putting on the Print and Photo Sale in the spring, organizing our spectacular Jung Center Show and assisting with the Friends Luncheon. Another, very important function of the Art Guild is keeping parents informed by sending newsletters and reminders of important events throughout the year. The Art Guild is very helpful resource to new PVA parents, acting as a mentoring team, helping them to become familiar with the activities, requirements and expectations of the school and the Art Department. Learning how to help your student navigate this rigorous program and establishing a support system early on will help assure their success. Your help is needed and greatly appreciated. Thank you in advance, for supporting this incredible effort.

## **Letters of Recommendation Requests**

Students need Letters of Recommendation for various reasons and it is our great pleasure to provide them. Below are tips for requesting letters of recommendation in a timely manner. The recommendation letter process is handled online through Naviance. Although Naviance sends the teacher an electronic notice requesting a letter, we request that you come and talk to us in person before you go through Naviance. Please have a conversation with your instructor and make face-to-face contact regarding a request.

Please choose ONE teacher who knows you well and is willing to write a letter for you and ask them, in person or give them a request in writing. Please give your teachers the courtesy of at least 2 weeks to write the letter and provide them a copy of your current Resume and Artist Statement to help with details.

Some instructors may want to interview or review your portfolio in order to write a thorough letter of recommendation. Most programs, competitions, colleges, require only one letter. Our teachers spend much considered time writing letters that are very specific to each student.

We ask that students request ONLY one teacher to write the recommendation for ALL the schools they apply to, unless a school specifically requires more than one. The teachers can adapt a letter to the individual situation as it arises.

The “common app” is used by many Texas schools and liberal arts colleges and is not a problem for most of our teachers since this process is completed on-line. Some teachers like to have students’ “proof” their letters to be certain the information is accurate. This is done by teacher discretion only.

## **QUESTIONS**

The full-time faculty members are more than willing to help our students in any way we can. We all can be reached at 713-942-1960 or directly via email. If you have general departmental questions please contact the Visual Art Department Chair, H. David Waddell at: [hwaddell@houstonisd.org](mailto:hwaddell@houstonisd.org) (or his mobile office during online school 346-800-4221)

If you have questions about your student's progress or about a specific class, please contact their art grade level advocate (information listed below) as soon as possible.

- 9th grade: Ms. Ellen Phillips, [ellen.phillips@houstonisd.org](mailto:ellen.phillips@houstonisd.org)
- 10th grade: Ms. Vicki Fowler, [vfowler@houstonisd.org](mailto:vfowler@houstonisd.org)
- 11th grade: Mr. Timothy Glover, [tglover1@houstonisd.org](mailto:tglover1@houstonisd.org)
- 12th grade: Mr. David Waddell, [hwaddell@houstonisd.org](mailto:hwaddell@houstonisd.org)

## **Shop Safety**

Art students at Kinder HSPVA are privileged to have access to many labs and tools which require an enormous amount of student responsibility. The safety of all students is our top priority and responsibility, and the following rules are meant to help protect students and faculty when they are using the labs. If a student demonstrates poor judgment in shop safety, the Visual Art Department reserves the right to rescind a student's shop privileges and provide alternate assignments. Students must use every tool carefully and with respect to the tool, themselves and others. Students must report any damaged or malfunctioning equipment to the instructor immediately. All students and instructors to pay attention to the surroundings and to what others in the area are doing in the shop, before beginning any task in the tool area. Work in the shop should be completed with focused attention and not be rushed. Joking or playing in the any shop area or with tools is unacceptable and not allowed at any time. The following rules help to ensure that everyone will be safe while working in the shop each day.

**EYE PROTECTION:** YOU MUST WEAR GOGGLES where people are using power tools, hand tools, or welding equipment, whether you are using the tools or not. This will protect your eyes from dust and stray pieces of accidentally flying wood and metal.

**DUST PROTECTION:** Use a clean dust mask each time you work. DO NOT SHARE DUST MASKS OR RETURN A USED DUST MASK TO THE BOX.

**SHOES:** You must wear closed-toed shoes to protect your feet from falling or flying objects or equipment.

**CLOTHING:** Long pants and socks are required. If you are working in metal; you must wear heavy leatherwork shoes. No EXPOSED midriffs. No loose clothing, jewelry, personal headphone cords, long baggie sweaters or shirts. Long hair must be tied back and secured into a ponytail. These are all hazardous because they can get caught in the machines.

**HEARING PROTECTION:** Foam earplugs and ear covers will protect your hearing from sustained high decibel machine noise.

**PERSONAL STEREO:** Personal stereos/listening to music on phones in the shop is not allowed. Students need to pay as much attention as they can when using shop equipment. You need to hear the machine while in use, because odd or unusual sounds can indicate a malfunction. Students also need to hear the instructor while working in the shop.

**TOOL MAINTENANCE AND CLEAN UP:** Leave all work areas clean. Always clean up around a machine before you begin to work and after you are finished working or using the machine. If a machine is not working properly, turn it off and inform the instructor immediately. Anytime you change the adjustments on a tool for your work, reset the tool to original settings when you finish using the tool. Always check adjustments on a tool before you start working.

### **PARTNERS & QUALIFICATIONS:**

To use the tools in the shop, all students must be QUALIFIED. Qualification requires training in a Kinder HSPVA approved class for the media and tools students wish to use. If a student wants to work in the metal lab, both partners must have had a metals class at Kinder HSPVA AND have passed the Safety Test with a minimum score of 90.

**PARTNERS:** To work in the shop, all students must have a partner who is also qualified, according to the definition above. You (and your partner) must follow all the safety procedures. You (and your partner) must inform your instructor of your partnership (who your partner is). **Each partner is equally responsible for the following:**

- **Checking for proper safety attire**
- **Checking for safe preparation of work area**
- **Supervising each partner operating the tools**
- **Cleaning up properly for ALL partners work areas**

### **EMERGENCY PROTOCOL**

The CALL BUTTON is located on the left of the exit to Studio 141B. IT IS USED TO CALL THE MAIN OFFICE IN CASE OF AN EMERGENCY. Press repeatedly (at least 3 x) until someone answers.

The KILL SWITCH is also located on the right wall as you enter the shop from Studio 141B. It is large and red. IT IS USED TO SHUT OFF THE MACHINERY IN THE EVENT OF IMPENDING DANGER or ACCIDENT.

If you see someone operating a machine unsafely, it is necessary for you to let them know, but do NOT yell at them or startle them while they are working. This could cause an accident or injury. If necessary, HIT the KILL switch and then explain to them the danger/hazard you perceived or observed.

#### **What do you do if there is an accident?**

1. Help the injured to a chair or lay them down.
2. Call for help. If no one is nearby, use the call button to alert the office.
3. Stay with the injured person, keep them calm and awake. If there is bleeding, encourage the injured to cover, apply pressure and elevate their wound and provide help where possible.
4. Do not touch bodily fluids.

## **Loss of Lab Privileges**

Anyone who misuses the lab or has demonstrated unsafe or irresponsible behaviors by the instructor, or the faculty can lose lab privileges. Unsafe practices, irresponsible behaviors, not being qualified, poor clean up, unauthorized use of materials, not following instructions, not paying enough attention, etc. are all reasons a student's lab privileges may be revoked. We must ensure the safety of all who use the lab. Safety and student lab privilege decisions of the faculty are final.

\*1st offense: Warning and possible loss of their lab privileges for the semester (depending on offense).

\*2nd offense: Loss of lab privileges for the semester.

To regain lab privileges, a student will have to take the shop safety orientation at the beginning of the following semester and pass the safety test with a minimum score of 90. **Parents who have concerns or questions about shop safety may contact Mr. Glover at [tglover1@houstonisd.org](mailto:tglover1@houstonisd.org) or at 713-942-1960.**

## **Visual Arts Department Technology Rules**

Students must follow the regulations listed below when using any technology equipment in the Visual Arts Department. The art department reserves the right to withdraw any technology privileges from a student who violates any of these rules or demonstrates irresponsibility with respect to any department equipment.

1. No departmental computer or digital equipment may be used until an Art Teacher signs it out to a student. Once the equipment is signed out, you are the SOLE individual responsible for it. You may not transfer that responsibility to anyone.

2. Laptop screen must be facing teacher, visible for the teacher to see your productivity pertaining to your current class/course. Activities on the computer should be approved by instructor.
3. Do not have ANY open food or drinks in the lab or near any equipment.
4. Do not share tables with someone who is using liquids when using electronics or technology. This includes paint, watercolor, ink.
5. Have supplies daily including flash drives. Save all your files to your own flash drive/external hard drive for safekeeping.
6. Make sure to log off the computer after each use.
7. All printing must be of approved **art projects only**.
8. Ask your instructor for photo paper or equipment in supply cabinets. Students are not allowed in departmental supply cabinets under any circumstances.
9. No equipment will be checked out for overnight use after 4 pm. There is no equipment check-out during Early Dismissal days.