

General Info – Visual Arts Department

Below is a summary of requirements and standards in place in the Visual Arts Department. These are carefully designed to encourage student growth and personal responsibility. It is our intention to place emphasis on student maturity so that those graduating from our department will be ready to live on their own and make successful and reasonable decisions. It is our hope that by holding students to the highest of standards, both artistically and personally, we challenge them to become smart, responsible, mature, self-sufficient and creative contributors.

Department Paperwork

We periodically send home important documents for parents, including Report Cards and Progress Reports. At the beginning of the year there are a variety of documents and a **Departmental Paperwork packet** that require parental response. Many are time-sensitive and must be completed and returned to the Art Department promptly. Students receive a motivational grade to encourage their prompt return.

This year, all beginning-of-the-year paperwork is due by **Monday, August 30**. Paperwork will be checked and graded according to when it is turned in. (A very easy grade if done promptly!) This grade will be averaged into the 1st 6 weeks art grades. The normal Department Late Work schedule (see below) applies to this grade.

Students may not go on ANY FIELDTRIPS until they have turned in ALL their paperwork.

Please complete the **STUDENT INFORMATION SHEET** carefully and completely. This information is often the quickest, most available information we have in an **EMERGENCY**.

Supplies

Included in the Department Paperwork Packet is a list of supplies that each student will need throughout the four years at HSPVA. We hope students will be able to get these supplies immediately. It is **MANDATORY** that every student has his/her supplies available everyday, and keep them **LOCKED** in lockers provided when not being used. We discourage students from "borrowing" other student's supplies and suggest that every student **CLEARLY AND PERMANENTLY MARK** each item with their name.

Supplies are required (and will be checked) for ALL grade levels on: Monday, August 30. (Another easy grade!) Grades will be averaged into the 1st 6 weeks art grades.

Upperclassmen (10th, 11th, 12th) should have supplies from last year, but they may need to replenish expendables, replace lost items or purchase additional supplies for a specific class. **We will NOT PROVIDE materials on the Supply List during normal daily classes.** Students need their supplies EVERYDAY and not being prepared for class (not bringing supplies) will adversely affect their grade.

If a student is financially unable to provide these supplies, their parent must notify us in writing that this is the case by Wednesday, August 25, via the Departmental Paperwork. Once this is done, we can discreetly provide the supplies **BEFORE** THE SUPPLY DUE DATE. (Please don't miss an easy grade because you're shy!)

****SAVE THE SUPPLY LIST. YOU WILL NEED IT 2ND SEMESTER.****
****(It is also REQUIRED in your Departmental Folder.)****

There will be another Supply Check at the beginning of 2nd semester for another grade!
Mark your Calendars: Monday, January 10, 2011 !!

+++++ Dates & Grades for Supply Checks

1st check (Monday, August 30):

If all supplies = 100

If not = student may be graded on 2nd check but not at any other time

2nd check (Thursday, September 2):

If all supplies = 79

If not = student may be graded on 3rd check but not at any other time

3rd check (Tuesday, September 7):

If all supplies = 70

If not = 50 or below, depending on # of supplies missing / parent call

In Spring, substitute the following dates: Monday, January 10, Wednesday, January 12, and Friday, January 14.

Art Area Fees

Even though we are a public institution the need for private support has always been essential. The Houston ISD's budget provides money for art supplies at a very basic level, but that funding has not been increasing with the cost of art supplies and equipment. Our students' successes have been dependent on supplementing our allocated HISD funding by asking students to pay an Art Fee.

The Art Fee for 9th graders is \$250 for the year. The fees for 10th, 11th and 12th graders are \$295 for the year. Checks should be made out to "HSPVA Art Department" and sent with the attached forms via your student or by mailing them to: Mike Ciszek, HSPVA, 4001 Stanford, Houston, Texas 77006.

IT IS IMPORTANT THAT ART FEES BE PAID AS SOON AS POSSIBLE. In the Departmental Paperwork packet, there is an Art Fee Form. If parents need to make payment arrangements, please note the arrangements preferred on that form. If there are extenuating circumstances that make it impossible to pay, the Art Fees may be waived. Again, please let us know, in writing, using the Art Fee form. We do not want any student to be penalized because of economic circumstances. We simply need to know, in writing, for our records, and your student will be provided for discreetly. Please remember that the form **MUST BE RETURNED** by the due date for the student Paperwork Grade.

Art Angels

We are always seeking "ART ANGELS" to help out by donating an extra Art Fee or any amount to help a talented student who cannot afford this expense. If you would like to help, please make this Tax Deductible Donation to "HSPVA Friends: Art Department". **Your generosity will be greatly appreciated.**

HSPVA Contract and Student Code of Conduct

Please read the HSPVA Contract and The Student Code of Conduct booklet. All students are required to read them and understand what is required of him/her at HSPVA. Students in the Art Department are expected to follow ALL school rules.

Calendar/Organizer

Art students are **REQUIRED** to use a calendar or personal organizer to keep up with due dates, special events, and other responsibilities. They **MUST** have this with them **EVERYDAY** in art classes. If they do not have it, their grade for Performance and Productivity will reflect that they were missing needed supplies for class. The school provides this but we ask that **YOU ENCOURAGE YOUR STUDENT TO USE IT** for school assignments, meetings, and deadlines, as well as for personal notes and for your own family organization as well. It will be part of their grade for Portfolio Review each semester.

Tardy Policy

- 3 tardies = detention
- 4 tardies = conduct cut
- 5 tardies = office conference
- 6 tardies = 6 week Conduct Grade = "U"

(Note: 2nd semester Juniors and all Seniors = loss of Senior Show Privilege and Art Dept. Certification.)

Breaks

Breaks are for the bathroom, some water or a soda. They are too short for playing basketball, twelve course meals, calling friends, etc.

Students "Going To Their Cars"

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

Students "Checking OUT/IN Equipment"

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 it. Please encourage your student to be careful to prevent loss, theft and/or damage.

In order to maintain the privilege of being able to check out equipment, the student MUST return the equipment according to the following 2 rules: they MUST arrive at school early enough to check the equipment IN with the art faculty BEFORE school begins AND with enough time to arrive and be seated in their 1st period class by 7:55.

There are NO exceptions to this. [We will NOT facilitate TARDIES and we will NOT check out equipment to students who are not responsible enough to manage this.](#)

Food and Drinks (including water)

Students are not allowed to EAT or DRINK ANYTHING (INCLUDING WATER) IN THE ART DEPARTMENT, unless they have turned in a doctor's request on file in the Art Office or the nurses office. This is a necessary safety issue and it also protects student art work in progress.

Electronics

Students may use iPods to listen to music ONLY during work periods in art and only at the discretion of the individual teacher. They may use their personal computers and laptops for class projects, at the discretion of the teacher. HSPVA is NOT responsible for these items and students should be very careful they are not left unattended.

During the study periods provided by the Art Department prior to Final Exams, personal electronics are NOT allowed. If a student needs to complete an assignment on a computer, they should make arrangements in advance with the art department. Absolutely no phones, no texting, no movies, no games...are allowed.

Proper Studio Clean-up Comes BEFORE Dismissal

As part of their grade, students must participate satisfactorily in Studio Clean-Up at the end of every art class. They 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 things home to make room for the Spring semester. At the end of the Spring semester students should clean out lockers and take things home for the summer.

We must clean out the department the day school dismisses for summer and if we find student belongings (art work, supplies, clothes...) in the Art Department after Final Exams are over, as much as 10 points may be deducted from the student's Art Final Exam Grade (Portfolio Review).