

It's a G.A.S. Program Maintenance and Updating Procedure

The Great Artist Series (It's a G.A.S.) 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 It's a G.A.S. 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 artists from the It's a GAS program can be made by submitting said artists to the District It's a GAS 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 needs to be submitted with details as to why the artist should be added.
- Requests for removal need to include detailed reasoning for removal request.
- 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 expectation remains that although only one signature is required, the art teachers between all 3 schools will collaborate prior to approval.
- IAG Program Maintenance Form must be completed with all attached documentation.
- The IAG program Maintenance form with all signatures and documentation will be provided to either the IAG District Coordinator (or in their absence the PTG co-presidents) for final sign-off.
- Appropriate updated artist information will be uploaded into the It's a GAS google drive by the District Coordinator for access by all It's a GAS volunteers.
- Once additions or removals have been approved and changes uploaded, the District IAG 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. Therefore it is recommended that change requests be submitted between February 1st and April 1st each year to ensure time for review, approval, file updates, etc to ensure implementation by October 1st. *(for school year 2023 this deadline will be extended to May 1st).*
- Maximum number of change requests per year is six (6) in order to respect the time needed for staff to review artists/lessons.
- All changes should keep in mind that It's A GAS 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.
- It's a GAS 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.