K-12 GLOBAL ART EXCHANGE: 2019/2020

Physical Art Exchange Participation Guidelines

We are thrilled that you and your students will be participating in this year’s program! Please note that we now offer both Physical Art Exchange and Digital Art Exchange options. This document contains guidelines for the Physical Art Exchange only.

Please follow the guidelines below to ensure your participation.

I. MAILING DEADLINES

You may mail your art ANY TIME between February 1 and April 15, 2020. If we have enough global art that matches your grade level, we will mail your return art within a month of when we receive it. Otherwise, we will mail your return art after May 15, 2020 (when all global art is in).

If you have registered for one or more follow-up VoiceThread conversations, you may complete them any time AFTER we have received your art and set up your VoiceThread, according to arrangements you make with your partner, between February 1 and June 15, 2020.

II. CREATING YOUR ARTWORK

1) For each exchange, please submit up to 25 pieces of student-created artwork.

2) Students may use the following sizes of paper:
   International: A4, A3 (or close to those sizes)
   North American: 8.5 x 11 inches, 11 x 17 inches (or close to those sizes)

   Please do not submit pieces that are three dimensional or pieces that are oversized and cannot be folded or rolled.

3) Students may use ANY artistic media (paint, pastels, crayons, art photography, etc.).

4) The art your students create should reflect their lives or cultures, such that it teaches their global peers about them. The list below contains possible themes, organized into three strands; however, you may select your own theme(s).

   1) Art Ambassador Strand – Your students create art that teaches their global peers about aspects of their daily life and culture (family, school, games, sports, hobbies, food, dance, music, famous people, holidays, celebrations, clothes,
landscape, nature, animals, pets, transportation, traditions, myths, legends, folktales, water ways and water use, houses, buildings, architecture, religion, beliefs, responsibilities, societal problems, pollution, conflict resolution, history, cultural symbols, societal heroes, dreams and aspirations, products, trade, inventions, health, medicine, education, etc.).

You may choose one specific topic for your whole class/group or multiple topics that different students focus on.

Examples: a) Your whole class creates art about ways they celebrate. b) Your whole class creates art that depicts aspects of their environment in different seasons. c) Each student picks a different topic related to his/her daily life or culture and creates art about it.

II) Global STEAM Strand – Your students create art that depicts how science, technology, engineering, and mathematics play a role (or will play a role) in their lives. You may choose a specific or general STEM focus.

Examples: a) Your students depict the process and results of a science experiment you completed in class. b) Your students depict an original invention in their art. c) Your students depict future technology in their art. d) Your students render mathematical concepts, problems and solutions artistically. e) Your students depict their future career in a STEM field or their use of a STEM discovery/product.

III) Me and My Community Strand – Your students create art that depicts themselves and/or their families and communities (local, regional, national or global).

Examples: a) Your students create self-portraits surrounded by symbols or objects that represent who they are. b) Your students create a portrait of their families set in their local environment. c) Students explore artistically the different communities they belong to near and far.

You will receive art from a variety of the strands/themes listed above.

5) Your students’ artwork should be colorful, creative and original (paintings, colored drawings, etc.)! Please do not submit copies of original art. Please avoid repetition of specific subjects (houses, flags, etc.) on multiple pieces.

6) Encourage your students to do their very best work. Explain to them that their artwork will be displayed in other schools around the world and, as such, will be a window through which other students will learn about them and their culture. If you are a classroom teacher, consider involving your school's art teacher or an artist-in-residence.

7) Check all student work for appropriate content (for more on this, see our Terms of Use and Privacy Policy at www.oneworldclassrooms.org).

III. LABELING YOUR ARTWORK
1) Attach a student information label (use label templates provided with these guidelines or create your own) with a paperclip to each piece of artwork. The label should list the student's name, age/grade, school, town/city, country, subject/description of the drawing/painting, and any comments the student would like to add.

If possible, please submit labels in English or in English AND the language of your students.

2) (Optional, but a Best Practice) Attach a photo of each student with a paperclip to the art he/she created. This makes the exchange more powerful since students receiving the artwork can see the artists. Write the student's name on the back of the photo. If you attach photos, we will send you artwork with photos attached as well.

Photo Tip: If possible, take photos of your students holding their artwork, ideally with a background that informs the viewer of the setting (school, village, landscape).

3) **IMPORTANT:** PLEASE DO NOT GLUE OR TAPE LABELS/PHOTOS TO THE BACK OF ARTWORK. Since the school that receives your artwork will be displaying it, please paperclip labels/photos to artwork.

### IV. PREPARING YOUR PACKAGE

1) For each exchange, please include 20-35* pieces of student-created artwork (*see Creating Your Artwork above).

2) **IMPORTANT:** Include a mailing label (handwritten or typed on label or regular paper) with your return mailing address.

3) (Optional but helpful:) Include a cover letter or note indicating the teacher's name, grade level, school, mailing address, city, state/province and country, as well as any information that will help explain/describe the artwork you are sending.

### V. READY TO SHIP!

Send your package to:

Paul Hurteau  
OneWorld Classrooms  
180 Main Street  
Andover, MA 01810  
USA

If you are mailing from overseas and are required to include a phone number, please use (518) 618-0571.

### VI. FINAL STEPS
1) We will send you a confirmation notice by email when we have received your artwork.

2) We will also send you an email when we have mailed artwork to you.

3) Please send us an email when you have received your return artwork.

4) Upon completion of your exchange, we require that you complete an evaluation form via email. This will help us to improve the program in the future. When we receive your completed evaluation form, we will send you participation certificates (one for your school/program and one that you may copy and distribute to your students).

VII. FOLLOW-UP CONVERSATION(S)

If you registered for one or more follow-up conversations with your exchange(s): For each conversation, we will match you with one of the global classes from which you received art for an asynchronous online VoiceThread conversation. We provide free access to a VoiceThread that features your students’ art and your global partner students’ art. You will conduct the conversation (making text, audio or video posts) in the context of the VoiceThread. You will communicate with a partner teacher to determine conversation timing and parameters. We provide detailed instructions and a VoiceThread orientation.

For the conversation, we scan art you submit and art your partner submits and post it on a VoiceThread that only you and your partner can access. The art in the VoiceThread is the starting point for your conversation. Students/teachers make text, audio or video comments to contribute to the conversation, and optionally add additional content. The conversation is conducted asynchronously, so classes may access and use the VoiceThread ANY TIME (i.e, it is not a video conference and it is NOT necessary that both partners be online at the same time). Internet and a (free) VoiceThread account are required.

Your conversation will be in English (unless both classes agree on a different language).

*VoiceThread is a web-based tool that allows you to create and view multimedia slide show presentations with audio or webcam narration. Visitors can leave comments on the slides in the form of audio, video (webcam), or text, so VoiceThreads can also facilitate online discussions.

All educators may register for a FREE teacher’s license to use VoiceThread at www.voicethread.com. This allows single-user access to all public VoiceThreads, participation in VoiceThreads to which you are invited (as in our case), and publication of a limited number of your own VoiceThreads. For multi-user access (i.e. so all your students can log in on their own) and unlimited publication, you may purchase a class or school license.

VIII. INTERACTIVE GLOBAL STUDENT ART TOUR
If you registered for one or more *Interactive Global Student Art Tours* with your exchange, please see our separate guidelines for how to access and participate in the tour.

**IX. CONTACT US**

If you require support or have questions at any point during the program, please send an email to paul@oneworldclassrooms.org or call (518) 618-0571 between 9:00 – 5:00 EST.

**X. ADDITIONAL INFORMATION**

1) **Use of Your Students' Artwork**

   In almost all cases, all the artwork you send will be forwarded to other participating schools for their permanent use/display. No art will be returned to the school that submitted it. OneWorld Classrooms scans and displays some student artwork on its website or other organizational materials, or may occasionally retain one or more pieces from a given set of submitted artwork for OneWorld Classrooms displays or events at schools and community arts centers in Massachusetts. In a few cases, OneWorld Classrooms displays sets of art, but then rotates them back into the exchange. See our Terms of Use and Privacy Policy at www.oneworldclassrooms.org for more information. If you would prefer that your student artwork and any accompanying photos not be displayed on the website, in organizational materials or at OneWorld Classrooms displays or events, please send an email to paul@oneworldclassrooms.org.

2) **Sponsor a School Contributions**

   OneWorld Classrooms encourages participating schools and individuals to sponsor the participation of an overseas school that would otherwise not be able to participate for financial reasons. You may make a contribution when registering, or you may send a check made out to OneWorld Classrooms at any time to:

   Paul Hurteau  
   OneWorld Classrooms  
   180 Main Street  
   Andover, MA 01810  
   USA

   Your gift will help us to involve more schools.