

Arts Infused Learning Project Agreement: Artist/Teacher/Administrator

Complete this document and make three (3) copies.
Return the **original** to the Program Facilitator – The Arts, Health and Physical Education, Education Centre.
Artist and School are to receive and retain one signed copy each.



Arts Infused Learning Student Success Project Information

Name of School: _____

Grades / Courses involved in project	Teachers involved in project

ARTIST INFORMATION: Please print clearly

Surname _____ Given Name(s) _____

Address _____

Town/City _____ Postal Code _____ Tel. (home) _____ Tel. (Work or cell) _____

YY _____ MO _____ DD _____

Social Insurance no. _____ Date of Birth _____ E-mail address _____

Payment

In accordance with the Memorandum of Understanding (MOU) signed with the Ontario Arts Council (OAC), participating artists will be paid the sum of \$2500 for a project in an elementary school and \$3000 for a project in a secondary school. This is representative of approximately 45 instructional or preparation hours. Artists will be paid 50% at the beginning of the project and 50% at the conclusion of the project.

Police Check

A clear and current (maximum 6 months starting September 1) police check is required by individuals who have regular contact with Ontario students. A police check can be obtained from the local police department. Cost of obtaining the police check is the responsibility of the Artist and must be provided before the Artist commences Project work with the school.

The *Arts Infused Learning* program reserves the right to cancel the contract of services between the school/organization and the artist following notification to the artist in writing and/or through a meeting between both parties. The *Arts Infused Learning* program agrees to pay the artist for the number of sessions and all expenses incurred up to the date of notification of cancellation in accordance with the Schedule of Fees for Planning and Instruction.

I certify that the above information is correct. I will accept employment in the *Arts Infused Learning* program (coordinated through the Program Facilitator- Arts, Health and Physical Education with the Durham District School Board) for the position of collaborating artist and agree to follow the Outline of Artist Responsibilities (page 2 of this contract).

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Artist Responsibilities

- Commit to the project by scheduling it accordingly with other engagements, exhibitions, workshops, etc
- Meet with the educator to plan and discuss concept/activities on dates agreed upon by both parties
- Arrive at the school/community facility prior to the designated activity to set up
- Notify the school/organization of cancellation 24 hours prior to the class (minimum); when cancellation occurs, the artists will set up alternative times and/or re-schedule with the Project Teacher
- Provide a clear and current Police Check to the Project Teacher prior to the commencement of the Project.
- Adhere to school rules and regulations regarding dress, deportment, accessibility an safety
- Regularly submit invoices to the designated Project Teacher and adhere to the Project Budget
- All artwork created through Arts Infused Learning Projects become the property of the Durham District School Board.

Administration Responsibilities

- Establish protocol as to who is the main contact for the project (i.e. the Project Teacher)
- Acknowledge the Artist(s), Arts Infused Partners, and DDSB in all publicity materials
- Ensure that the Project Teacher(s) will be with the class at all times and actively participate in the project
- Ensure that all Project Teacher responsibilities (as outlined below) are met
- Ensure that the Artist receives the following information:
 - School/facility hours of operation
 - provincial curriculum documents
 - fire drill procedures
 - Health and safety rules
 - school calendar (of other activities planned)
 - facility emergency plan

Arts Infused Learning Student Success projects require pre- and post-project work to be done by the Project Teacher(s). If the Project Teacher is going to be absent on a scheduled Arts Infused Learning Student Success day, the school/organization is responsible to make arrangements for another session.

Project Teacher Responsibilities

***Please note** – participation in Arts Infused Learning projects is voluntary

- Complete necessary project forms. Forward copies to the Artist and Program Partners (e.g. Program Facilitator; other project teachers). Give a copy of the scheduled dates and time to the artist
- Review provincial curriculum related to the project and clarify the expectations of the school and students.
- Be an active participant in the project at all times, and work with the artist during class time
- Share established classroom management strategies with eh Artist that engage students, including advising the Artist of individual student strategies where appropriate
- Inform the Artist of discipline procedures/behaviour problems/skill levels
- Inform the Artist of any special needs requirements of students
- Discuss safety issues related to the project (personal space, policies regarding equipment, footwear, etc.)
- Establish appropriate workspaces for the project and ensure that they are reserved
- Discuss and resolve equipment issues related to the project
- Establish "start" and "stop" times. Ensure that Arts Infused Learning sessions are uninterrupted
- Establish which materials are available and which need to be purchased
- Sign all Artist Invoice documentation AFTER confirming the dates, times and expenses
- Complete, in a timely manner, all project planning and reporting paperwork
- Adhere to the Budget – potential alteration of the budget must be cleared ahead of time in writing with the Principal of your school
- Create and mount a final display to exhibit the Arts Infused Learning projects at the Arts Infused Celebration Display (date and time to be confirmed by the Program Facilitator)

All equipment purchased through the Arts Infused Learning Projects becomes the property of the Durham District School Board.

By signing, I agree to the terms listed above:

Artist's Signature Date

Project Teacher's Signature Date

School Administrator's Signature Date

Arts Infused Learning Co-Ordinator Date