



**STUDENT TEACHING IN SATURDAY ART SCHOOL HANDBOOK
2025-2026
ART AND DESIGN EDUCATION
PRATT INSTITUTE**

TABLE OF CONTENTS

Professional Expectations for Student Teachers in Saturday Art School.....	3
General Guidelines	3
Safety	3
Background Checks	3
Child Protection Policy	3
Emergency Operational Plan (EOP)	3
Curricular and Professional Guidelines	4
Space and Resources	7
Open Studio	8
Program Schedule	10
Incident Report Form.....	11
Sample Roster	12
Glossary of Terms.....	13

Top: A project example created by a Saturday Art School student teachers, Rebecca Yu and Annice Kim
Bottom left and right: Artwork produced by the children in their class, Drawing, Painting and Printmaking, ages 11-13.

PROFESSIONAL EXPECTATIONS FOR STUDENT TEACHERS IN SATURDAY ART SCHOOL

As student teachers in the Saturday Art School, Pratt Institute's Art and Design Education Department's laboratory school, students are responsible for cultivating and maintaining professional relationships with all laboratory school personnel including faculty, staff, and students and program participants including the children, their families and caregivers. In addition, student teachers are responsible for the safety of all children at all times. Students should be mindful to conduct themselves in a professional manner that includes punctuality, consistency of thorough preparation, collegiality, and appropriate dress for a professional setting. In order to create a safe and productive learning environment for children all students must follow the guidelines below:

SAFETY:

Over and above your rights as a matriculated student you are responsible for the safety of all children at all times so the following policies and guidelines are in place and must be followed:

Before student teaching in the Saturday Art School starts the following must be completed:

Background Check

A background check is required for all SAS/ADE faculty, staff and matriculated students who are working with children on campus. Assistant Chair, Louise Butler, gathers the emails of all matriculated students, work study/graduate assistants, and faculty/staff in ADE 405/406/621/621b Student Teaching in the Saturday Art School and sends the list to Human Resources (HR). Human Resources conducts the background check and will email you a link from "Verified First." The link is time sensitive and will only work for two weeks, so it is important to follow the instructions in that email immediately.

Protection of Minors Policy

All Pratt faculty, staff and matriculated students must read and sign the Protection of Minors Policy prior to the beginning of the program. Any concerns about a child's well being must be put in writing in an Incident Report Form and shared with faculty.

Emergency Operational Plan (EOP)

All Pratt faculty, staff and matriculated students must read and sign to acknowledge the Emergency Plan prior to the beginning of the program.

In addition, the use of the following simple, common-sense precautions will enhance your personal safety and those of the children you are responsible for:

Student Teachers

Student teachers must never leave their studio classrooms or children at any time while class is in session. There must be two authorized adults in the class at all times.

Visitors and Guests

For the safety of everyone, only registered children, matriculated students and faculty assigned to your class are permitted in the studio classrooms. There are no visitors (including Pratt personnel, parents, friends, and siblings) allowed in the studios when SAS is in session.

Attendance and Rosters (see example at end of document)

Accurate attendance keeps all children safe and ensures that we know the whereabouts of all children at all times:

- Accurate attendance is required. Write “A” for Absent and “P” for present. When classes are not in session, the roster must stay in the supply room (in wall file by office door) at all times. Do not take the roster home with you.
- No class should be left unattended under any circumstances or left under the supervision of anyone else. No guest speakers permitted.
- No child can be in the studio unless they are listed on the roster. There is only one exception and that is that they have a signed note on SAS/Center K-12 letterhead. Send any student/parent who is confused about the class location to the office, so we can help them find their proper studio. There are many classes with different sections.
- Keep your roster with you at all times.
- All matriculated students must discuss with the faculty assigned to the class any plans to take the children onto the campus at least two weeks in advance. Once approved by faculty, the SAS office should be notified. The faculty assigned to your class and the SAS office must know the whereabouts at all times.

Authorized Pickup

- On the sample roster please note the authorized pick-ups. Only authorized persons indicated on the class roster are allowed to pick up a student and must sign the class roster at the end of each class.
- Direct any parent or guardians wishing to update their pick-up information to the SAS office. They must complete a Change of Information form in the office.
- Students will be authorized to leave on their own at the end of class, if that is indicated on the class roster. To be dismissed early, students must submit a written note from a parent/ guardian to the matriculated student/student-teacher at the beginning of class.
- If a parent/guardian is more than 10 minutes late to pick up a child, he or she must be accompanied to the SAS office and office staff notified.

CURRICULAR AND PROFESSIONAL GUIDELINES FOR STUDENT TEACHERS

In order to meet pre-professional course learning outcomes, the following curricular and professional guidelines are in place to ensure your success. The student learning outcomes are aligned with the ADE Program Learning Outcomes which are assessed using our longitudinal [ADE Program Rubric](#) that includes Culturally Relevant Pedagogy (CRP).

Professional Dispositions

- Student teachers demonstrate an ability to analyze a pupil's work (exploration, process pieces and completed work) as a visual text to gain an understanding of the maker's capacity to use materials, skills and techniques in the service of an idea and the implications for instruction. Consistency of thorough preparation is required.
- Maintain positive relationships with the educational community. Communication is

prompt and efficient. The student teacher is on time and prepared for obligations and adheres to all the professional expectations:

- Only use Pratt emails for all student teaching related communication
- Do not use personal email or other communication tools (whatsapp, texting, etc) for student teaching related communication. Responses should be made in a timely manner (check your Pratt email daily)
- Be mindful that photographs and videos taken during student teaching may not be posted on any online forums, social media or shared for non-educational/professional purposes. Any photographs and other recordings taken by the student teacher must omit identifying characteristics regarding the students. For example, do not include pupils' faces in shots and if pupils' names are written on objects in the classroom or on their artwork be mindful to blur or omit the letters
- Adjust privacy settings on Facebook, Instagram, and other social media sites to limit as much as possible one's own visibility and that of one's friends.
- Be vigilant about adhering to the cell phone use policy while the program is in session. Phones should only be used in emergency situations or for documentation in photos as directed by faculty
- Only use Pratt emails for all student teaching related communication. Do not use personal email or other communication tools (whatsapp, texting, etc) for student teaching related communication. Responses should be made in a timely manner
- Treat all information received about pupils in a class or in the larger school setting as confidential and used for professional purposes only
- Keep confidential medical information (if applicable) underneath the roster, and do not leave the roster unattended
- Kindly decline any gifts or money from parents and/or children
- Do not give or loan children money or other personal belongings
- No requests from a pupil's parents/guardians for babysitting can be undertaken while the pupil is in your class
- Adjust privacy settings on Facebook, Instagram, X (formerly Twitter) and other social media sites to limit as much as possible one's own visibility and that of one's friends
- Wear appropriate dress for working in a professional context in an art room. Talk to your faculty supervisor if you have any questions
- Students routinely reflect upon assignments, practices, and responses, without prompting and re-examines their assumptions, responses, and ideas. Be sympathetic, courteous, fair and impartial when dealing with pupils, and stay informed about the individual differences that exist within each class and group.
- Reflections are grounded in evidence and feedback from others and the process is sustainable and leads to changes in action. Be open to feedback from one's peers and faculty. Seek suggestions and put them into practice.

Ensuring Program Quality

Pratt employees and matriculated students are committed to delivering a high quality program. Children are focused and learn best when they are engaged in well-organized and meaningful activities and are active members in a community of learners. Two useful texts are listed here:

Charney, R. S. (2002). *Teaching children to care: classroom management for ethical and academic growth*, Revised Edition. Northeast Foundation for Children.

Benson, J. (2024). *Hacking School Discipline: Together: 10 Ways to Create a Culture of Empathy and Responsibility Using Schoolwide Restorative Justice*. Times 10 Publications.

An additional resource is available [here](#).

Educators cultivate positive learning environments for all children. It is important to develop a cooperative, caring studio, and help the children cultivate friendships, share materials and ideas, and contribute and act in respectful and responsible ways. All children must act in ways that keep them and others safe, and it is the adults responsibility to ensure that this happens. Here are our “golden rules” that must be followed in the studios and classrooms and can be adapted for all ages:

- *Walking Feet*
- *One foot on the floor at all times*
- *Window Rule (at least 12 inches between the child and the window)*
- *Working Hands*
- *Good Listening*

However, at times children will not follow directions and/or are struggling to focus. It is important to consider ways to address the child’s behavior, and the related issues of safety.

Challenging Behavior

If a child’s behavior in your class is particularly challenging and disruptive:

1. Address the issue quietly with the individual child and redirect the child to the behavior expected.
2. Reflect on the lesson plan and improve it as well as explore strategies and approaches to better engage the child.
3. Bring the problem to the attention of your supervising faculty member and to your peers in the seminar. Solicit input and suggestions.
4. If the issue persists, your faculty member will speak directly to the child and/or family to clarify expectations.
5. If the issue is persistent, the child may be dismissed from the program and the family notified.

When a child’s behavior is physical and risks the safety of themselves or others our approach is as follows:

1. Call your faculty member who will respond immediately.
2. Faculty will determine next steps.

INCIDENT REPORT FORM

Matriculate students are directed to notify faculty of any event that takes place in the classroom that compromises children's safety or well-being. Matriculated students (and faculty or staff) must complete an Incident Report Form (post-event) (see page 11) and submit it to faculty (and cc. ADE Department Chair, Aileen Wilson at awilson2@pratt.edu).

SPACE AND RESOURCES

Studios and Classrooms

The programs take place in different studios, classrooms, and buildings across the campus. Each space is different, but the assigned studio or classroom is the official location of the class. Each matriculated student is obliged to make the class work in the assigned space. It is worth noting that like all learning environments, issues will occur that may impact you and/or your studio. For example, studio assignments may change with short notice. Patience and flexibility is required and you will be given as much notice as possible of any changes. The studios can range from being warm in the winter, with little or no control to reduce the heat. Many rooms do not have air conditioning in the summer. Regardless of the time of year, we recommend taking a water bottle and wearing layers, so you can adjust as needed. In the winter, you may arrive early to open the windows; however, when classes are in session the windows must be open no more than 6 inches.

Studio Cleanliness

Rooms are shared with many different departments at Pratt. This means returning all furniture to its original placement, and leaving the studio as you found it. Close any windows that were opened. Tidy studio and sweep if necessary; there are brooms and dustpans available in the SAS supply room. When painting or using wet / messy media, tables and/or floors must be covered ahead of time. There are large rolls of paper in the supply room for this purpose.

SH 203 SAS Supply Room

SH 203 is stocked with materials and equipment for teaching children. ADE students access these supplies when teaching in the Saturday Art School. It is your responsibility to familiarize yourself with what is available. Every effort should be made to be imaginative and resourceful with what is available. Make the most of recycled and repurposed materials. Students teaching in Saturday Art School (SAS) will be notified by faculty of the days/times that they can access South Hall 203, the supply room of materials for children.

SH 205

Materials and supplies in SH 205 are only for use by faculty in ADE classes and should never be moved from the room or used to teach children. There are shelves in SH 205 dedicated to storing SAS supplies and drying racks for wet work.

Main 205 "The Makerspace"

Main 205 is a dedicated studio space for ADE students to work on project examples and assignments and is stocked with materials, tools and equipment including MAC computers and a printer. Access to the Makerspace is available via the key in the key box. All students are granted access, materials should not be moved from the room or used to teach children. DO NOT STORE CHILDREN'S WORK IN MAIN 205 AS WE CAN NOT KEEP IN SAFE THERE.

Equipment

It is your responsibility to familiarize yourself with what is available. SAS and ADE have a limited supply of LCD projectors, overhead projectors, cameras, radios, tripods, and more that are available for student use and can be checked out in the ADE office. You may test the equipment in advance during the office hours.

Student Teacher Responsibilities

You are responsible for the safekeeping of the children's art work and it must be carefully stored and not be taken home under any circumstances. Children artwork (wet or dry) should only be stored in the lockers or in a secure bin labeled with your name/class. Children's work should not be stored in the Makerspace or in the faculty office as both are open access spaces and we cannot guarantee the safety of the work. All children's work must be stored in assigned lockers, in secure bins or on drying racks. Look after and store children's work carefully. DO NOT STORE CHILDREN'S WORK IN MAIN 205 AS WE CAN NOT KEEP IN SAFE THERE.

Storage Lockers

Children's work can be stored in assigned lockers. On Saturdays, lockers will be opened at 8:30am and locked at 3:00pm. Please remember that the lockers are for storing children's work only, which should be kept as neat and organized as possible. Please keep in mind that the office may open the locker at any time, as a parent or student may request their work for portfolio use and work must be easily accessible. Supplies should be kept in the bins located in the supply room; please do not leave any art supplies in the lockers.

Drying Racks

Children's flat and wet work can be dried on the drying racks in SH 203 or SH 205. Identify the work and add a sign with your name. Wet 3D work should be put in large bins on shelves in SH 205 until dry and then put in lockers for safekeeping. DO NOT STORE CHILDREN'S WORK IN MAIN 205 AS WE CAN NOT KEEP IN SAFE THERE.

Returning Children's Artwork

Saturday Art School children's artwork is kept for the duration of the semester, and children may only take home artwork following the Open Studio exhibition. If a child misses the final class, the family schedules an appointment with the Saturday Art School office to pick up work. Artwork will be kept for 30 days after the final class.

Lost and Found

All children's belongings left in the studio or classroom at the end of class should be put in the Lost and Found bin in the SAS office. If you know who the item belongs to, label it with the child's name and let the office staff know.

OPEN STUDIO EXHIBITIONS

Open Studio exhibitions are scheduled for all programs therefore it is important to:

- Store artwork carefully all semester and ensure children's names are written on the back of the work.
- Distribute open studio invites the week before to the children and families. They will be in your rosters.

- Fill out program certificates celebrating program completion in advance and distribute on the day of open studios. They will be in your rosters the week before.
- Be aware that not all children will have family/friends present, so it is important that you know where those children are at all times and help them enjoy the event.
- Each class will be given large bags (24 x 24) for students to take home artwork. Please plan so families can take work home easily (i.e. pre-sorting remaining work, shopping bags for sculpture, etc.) and any other accommodations your class might need.
- Bag and label any work left behind with the student's name and class and place it on the class shelf. Many students will need this work for their middle school or high school portfolios.

Access to Studios

Most studio/classrooms are typically available after 6:00 PM on the Friday evening before open studios, and so you may set up on the evening before if the room is available. Please be courteous to any Pratt students and faculty in the rooms and try to work around them as much as possible. Even though security locks the rooms, we cannot guarantee the safety of items left overnight as other people have access to rooms. Historically, however, artwork hung on the walls has generally been left alone.

If you choose to set up the night before:

- Do not leave any supplies in the room overnight.
- Do not leave anything on the floor, as janitors might clean/sweep.
- Do put a visible sign with your name and contact information, in case anything needs to be moved.

Artwork

Pupil's artwork must stay up on the walls until 12pm. Parents that have to leave before noon should make arrangements with the office to pick up their artwork at a later date.

Exhibition Guidelines

Faculty share exhibition guidelines in the seminars.

Guests

The Open Studio is primarily for children and their families. No personal friends/family should be present. Please understand that not all children will have family/friends. In the interests of safety, it is important to be aware of those children and help them enjoy the event.

After the Open Studio

Supply bins must be emptied, lockers emptied, shelves cleared (if applicable), remaining artwork bagged and labeled with student's name, class, section, teacher(s), and semester rosters returned, equipment returned, library books returned, and studios left in clean condition.

SATURDAY PROGRAM SCHEDULE

Here is an example of a Saturday Schedule:

Saturday Art School

- 8.30-9:00am: Breakfast, sign-in and morning meeting
All matriculated students and Pratt employees are required to sign in on the second floor of South Hall. Breakfast is available. This is also the time to pick up class rosters, any reserved equipment and check for program announcements. All students meet in SH 205.
- 9:00am - 10:00am: Prepare the studio/classroom
Check studio carefully and inform the office if there is a problem with the condition of the room.
- 10:00am - 12:00pm: Class in session
Remember to keep accurate attendance and dismissal records.
- 12:00pm - 12:30pm: Clean up studio and return materials
Put class rosters in plastic stacked files. Do not take the roster home with you.
- 12.30-1.30 pm: Seminars
See supervising faculty (if applicable) for location of 12.30-1.30 pm seminars

Bad Weather Days and Class Cancellations

For information regarding cancellations due to weather or any other emergency, call Pratt's weather emergency line at 718-636-3700. Programs run if Pratt is open, and all Pratt faculty, staff and matriculated students are required to attend. Register for [Pratt Emergency Alert Text and Email Messaging](#).

ADE Saturday Art School Incident Report Form (post-event)

Date of Incident:	Time:
Student-Teacher(s) Reporting Incident:	
Supervising Faculty:	
Class Name:	
Classroom Location (Building, Room Number):	
Exact Location of Incident:	
Description of Incident:	
Children/Participant(s) involved (if applicable):	
Parent(s) involved (if applicable):	
Witnesses. Please list at least two persons who witnessed the event, if applicable. 1. 2.	
<p>Follow Up Action (BY FACULTY)</p> <p>Check all that apply and add comments:</p> <ul style="list-style-type: none"> - spoke to children; walked child to SAS Office - spoke to parents/guardians in-person or by phone - entered the details into the 'SAS Parent Communication Protocol' spreadsheet, informed department chair <p>Comments:</p>	

Pratt Art & Design Education
 Saturday Art School - Attendance



CLASS: Fantastic Voyage, Ages 3-5
INSTRUCTOR(S): Melanie & Eileen
ROOM: Steuben 308
SEMESTER: FA 11

DATE: _____

Student Name	Age	A	P	Authorized Pickups	
Anaman, Maya	6			1. Carline Daniel 3. Melissa McCall	2. Toni Forte 4. Jaimeson Barzie
Brown, Eli	5			1. Derek Brown 3. Kristin Maynard	2. Mark Simpson 4. Sarah Forman
Cabrera, Anthony	4			1. Angie Carrion 3.	2. 4.
Carreo, Pharaoh	5			1. William Carrero 3. Minerva Badillo	2. Naicha Ssotre 4. Raquel Morales
Cortijo, Isaac	6			1. Ismael Cortijo 3. Natania Blumankehl	2. Laurie Torres 4.
Cummins, Javen	7			1. Kevin Cummins 3.	2. JoAne Cummins 4.
Esaw, Joshua	6			1. Sonia Esaw 3. Mark Esaw	2. Cassandra Robertson 4. Linda Robertson
Flores, Grace	6			1. Natasha Flores 3. Daniel Flores	2. Olga Watson 4. April Perry
McLawrence, Jada	6			1. Tiffany McLawrence 3. Neil Shepherd	2. Matice McMillan 4. Kevin McLawrence
Simpson, Willa	5			1. Mark Simpson 3. Derek Brown	2. Norah Foreum 4.
Torres, Dylan	5			1. Laurie Torres 3. Rafael Torres	2. Ismael Cortijo 4. Natania Cortijo
Wilmot, Akash	6			1. Reshonah Bennett 3.	2. 4.

GLOSSARY OF TERMS

“Student Teaching in Saturday Art School” includes:

- Department of Art and Design Education on-campus laboratory school, Saturday Art School.

“SAS”

- The term “SAS” refers to Saturday Art School

“Children”

- The term “children” will be used throughout this guide to refer to all minors or children ages 6-18 years old.

“Pupils”

- The term “pupil” will be used throughout this guide to refer to all minors or children ages 6-18 years old.

“Student-teacher”

- The term ‘student-teacher’ refers to any matriculated Pratt student taking a clinical course in the Department of Art and Design Education including in Saturday Art School.

“Work-study”

- The term ‘work study’ refers to any matriculated Pratt undergraduate or graduate student receiving a salary for work related to the Department of Art and Design Education on-campus laboratory school, Saturday Art School.

“Staff”

- The term ‘staff’ refers to anyone hired to undertake activities related to the Department of Art and Design Education on-campus laboratory school, Saturday Art School and includes work-study students paid to support the program.

“Faculty”

- The term ‘faculty’ refers to the instructor of record for a for-credit undergraduate or graduate course.

This Handbook should be read and understood in the context of the Department’s Program Learning Guide 25-26 (distributed in the summer to all students).