



Student Teaching in Saturday Art School Handbook

2026-2027

**ART AND DESIGN EDUCATION
PRATT INSTITUTE**

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Image on Cover: Project example created by a Saturday Art School Student Teacher, Amanda Googe.
Title: Imaginary Houses, Watercolor, Pen & Marker on Paper, Adventures in Art, Age 7-8, Fall 2024.

PROFESSIONAL EXPECTATIONS FOR STUDENT TEACHERS IN SATURDAY ART SCHOOL

Student teachers in the Saturday Art School, Pratt Institute's Art and Design Education Department's laboratory school, are responsible for cultivating and maintaining professional relationships with all laboratory school personnel, including faculty, staff, and students, as well as 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 professionally, including punctuality, consistent thorough preparation, collegiality, and appropriate dress for a professional setting. To create a safe and productive learning environment for children, all students must follow the guidelines below:

SAFETY

In addition to 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 Anna White gathers the emails of all matriculated students, work-study/graduate assistants, and faculty/staff in [ADE 405/406/621/621b Student Teaching at 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 **5 days**, 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](#) before the program begins. Any concerns about a child's well-being must be put in writing in an Incident Report Form and shared with faculty.

EMERGENCY OPERATIONS PLAN

All Pratt faculty, staff, and matriculated students must read and sign the Emergency Plan before the program begins.

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

Student Teachers

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

Visitors and Guests

For everyone's safety, only registered children, matriculated students, and faculty and staff assigned to your class are permitted in the studio classrooms. No visitors (including Pratt personnel, parents, friends, and siblings) are allowed in the studios during SAS sessions.

Attendance and Rosters

(Example Roster on pg. 11)

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 remain in the supply room (in the wall file by the 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: they have a signed note on the SAS/Center K-12 letterhead. Send any student/parent who is confused about the class location to the Center K-12 office, South Hall 203, so they can help them find the correct studio. Remember that there are many classes with different sections.
- Keep your roster with you at all times.
- All matriculated students must discuss any plans to bring children out of the studios and onto campus with the faculty assigned to the class at least two weeks in advance. Once approved by the faculty, the faculty notifies the Center K-12 office. The faculty assigned to your class and the office must know your 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 child and must sign the class roster at the end of each class.
- Direct any parent or guardian who wishes to update their pickup information to the Center K-12 office. They must complete a Change of Information form in the office.
- Children are authorized to leave on their own at the end of class if that is indicated on the class roster. To be dismissed early, children must submit a written note from a parent/ guardian to the Center K-12, which will then share it with the matriculated student/student-teacher.
- If a parent/guardian is more than 10 minutes late to pick up a child, they must be accompanied to the Center K-12 office, and the office staff must be notified.

CURRICULAR AND PROFESSIONAL GUIDELINES FOR STUDENT TEACHERS

The student learning outcomes are aligned with the [ADE Program Learning Outcomes](#) and are assessed using our longitudinal [ADE Curriculum Matrix & Rubric](#), which includes Culturally Relevant Pedagogy (CRP). To meet the student learning outcomes and ensure your success, the following curricular and professional guidelines are in place.

Professional Dispositions

- Student teachers demonstrate the ability to analyze a pupil's work (exploration, process pieces, and completed work) as a visual text to understand the maker's capacity to use materials, skills, and techniques in the service of an idea, as well as 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 the obligations involved 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 promptly (check your Pratt email daily).
- Photographs and videos taken during student teaching may not be posted on any online forums or social media and can only be used for educational purposes. Any photographs and other recordings taken by the student teacher must omit the children's identifying characteristics. For example, do not include children's faces in shots, and if children's 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 one's own and one's friends' visibility as much as possible.
- Be vigilant about adhering to the cell phone use policy during the program. Phones should be used only in emergencies or for photo documentation, as directed by faculty.
- Treat all information received about children in a class or in the larger Saturday Art School setting as confidential and used for educational 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 child's parents/guardians for babysitting can be undertaken while the child is in your class
- Wear appropriate attire for working in a professional art room. Talk to your faculty supervisor if you have any questions about what that might be.
- Students routinely reflect on assignments, practices, and responses without prompting and re-examine their assumptions, responses, and ideas. Be sympathetic, courteous, fair, and impartial when dealing with children, 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, meaningful activities and are active members of a community of learners. *Children should be directed to put their phones in their pockets or bags; phones are not needed during class time unless otherwise instructed.*

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 on cellphone usage 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 in respectful, 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 struggle to focus. It is important to consider ways to address the child's behavior and related safety issues.

Challenging Behavior

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

1. Address the issue quietly with the child and redirect them to expected behavior.
2. Reflect on the lesson plan, refine it, and explore strategies to 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. The faculty will determine the next steps.

INCIDENT REPORT FORM

Matriculated students are directed to notify faculty of any classroom event 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).

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.	
Follow Up Action (BY FACULTY) Check all that apply and add comments: - 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 Comments:	

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 complete the class work in the assigned space. It is worth noting that, as with all learning environments, issues may arise that affect you and/or your studio. For example, studio assignments may change at short notice. Patience and flexibility are required, and you will be given as much notice as possible of any changes. The studios can be warm in the winter, with little or no control to reduce the heat. Many rooms lack 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 the studio and sweep as needed; brooms and dustpans are available in the SAS supply room. When painting or using wet/messy media, tables and/or floors must be covered in advance. There are large rolls of paper in the supply room for this purpose.

SH 203 SAS Supply Room (Center K-12)

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 the faculty of the days/times when they can access South Hall 203, the supply room for children's materials.

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 artwork and supplies, as well as 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, 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 removed from the room or used to teach children.

DO NOT UNDER ANY CIRCUMSTANCES STORE CHILDREN'S WORK IN MAIN 205/THE MAKERSPACE, AS WE CAN NOT KEEP IT 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, available for

student use and checkable out at the ADE office. You may test the equipment in advance during office hours.

Student Teacher Responsibilities

You are responsible for the safekeeping of the children's artwork, and it must be carefully stored and not be taken home under any circumstances. Children's artwork (wet or dry) should be stored only in lockers or in a secure bin labeled with your name/class. Children's work should not be stored in the Makerspace or the faculty office, as both are open-access spaces, and we cannot guarantee its safety. 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 UNDER ANY CIRCUMSTANCES STORE CHILDREN'S WORK IN MAIN 205/THE MAKERSPACE, AS WE CAN NOT KEEP IT SAFE THERE.

Storage Lockers

Children's work can be stored in assigned lockers. On Saturdays, lockers will be opened at 8:30 am and locked at 3:00 pm. Please remember that the lockers are for storing children's work only, and that it 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 your name to the sign. Wet 3D work should be placed in large bins on shelves in SH 205 until dry, then placed in lockers for safekeeping.

DO NOT UNDER ANY CIRCUMSTANCES STORE CHILDREN'S WORK IN MAIN 205/THE MAKERSPACE, AS WE CAN NOT KEEP IT SAFE THERE.

Returning Children's Artwork

Saturday Art School children's artwork is kept for the duration of the semester, and children may take home artwork only after 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 throughout the semester and ensure children's names are written on the back of each piece.
- Distribute open studio invites to the children and families the week before. They will be in your rosters.

- Fill out program certificates celebrating program completion in advance and distribute them 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 that families can take work home easily (e.g., pre-sorting remaining work, shopping bags for sculpture, etc.) and include 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 studios/classrooms are typically available after 6:00 PM on the Friday evening before open studios, so you may set up that evening 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 others have access to them. 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

The pupil's artwork must stay up on the walls until 12 pm. Parents who need to leave before noon should arrange with the office to pick up their artwork later.

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 the 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 EXAMPLE

Saturday Art School

- 8.30-9:00 am: 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 and

any reserved equipment, and to check for program announcements. All students meet in SH 205.

- 9:00 am - 10:00 am: Prepare the studio/classroom
Check the studio carefully and inform the office of any problems with the room's condition.
- 10:00 am - 12:00 pm: Class in session
Remember to keep accurate attendance and dismissal records.
- 12:00 pm - 12:30 pm: 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 the 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](#).

SAMPLE ROSTER

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 Blumankheit	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 aged 6-18.

“Pupils”

- The term “pupil” will be used throughout this guide to refer to all minors or children aged 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 the 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's on-campus laboratory school and Saturday Art School, including 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 26-27 (distributed in the summer to all students).