

MISSISSIPPI WHOLE SCHOOLS

A PROGRAM OF THE MISSISSIPPI ARTS COMMISSION



PROGRAM ADMINISTRATOR GUIDEBOOK

Updated 10/2022

Mississippi Whole Schools

A program of the Mississippi Arts Commission

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Introduction

This document provides information regarding the interrelated elements of the Mississippi Whole Schools (MWS) program. The purpose of this guide is to equip campus leaders with programmatic information as well as define roles and expectations. It is important to remember that each MWS member campus is different, and one should not be compared to another. The MWS Growth Planner supports each campus in finding its own way and the Arts Leadership Team should determine the direction for each campus to achieve its greatest success.

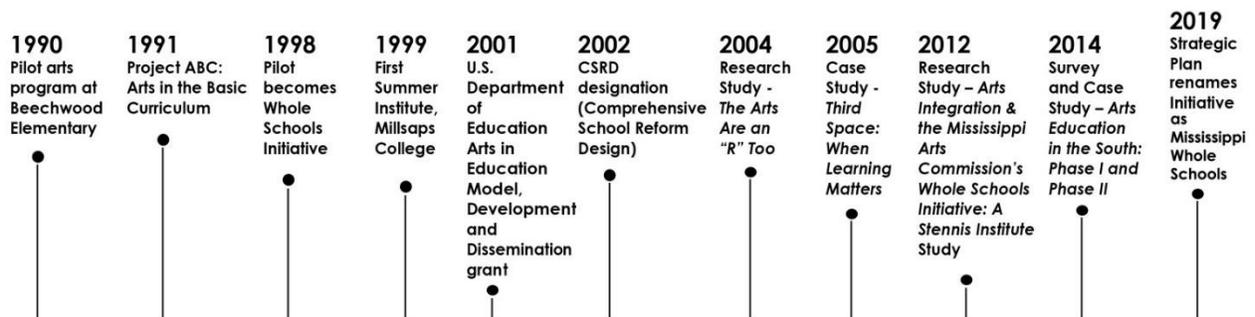
Who We Are

Mississippi Whole Schools (MWS), a program of the Mississippi Arts Commission (MAC), is the first comprehensive statewide arts education program in Mississippi. Using the arts as a vehicle for promoting high-quality instruction for students in all disciplines, MWS focuses on excellence in education and promotes the integration of the arts into daily classroom instruction.

MWS is committed to providing quality arts experiences and arts learning to participating schools. The program is built on the belief that all students should have access to quality arts. The work of MWS is represented as part of the MAC's Strategic Plan under strategic pillar #3: Invigorate and expand lifelong learning through the arts.

History Timeline

The timeline below shows the progression of MWS from its earliest beginnings, its transition to a structured program, and its ongoing growth as a stable and well-developed arts education program.



Strategic Plan

Through its strategic planning process, MAC and MWS sought feedback from member schools and administrators, researched similar programs in other states, and candidly discussed programmatic strengths and weaknesses.

Through this process, we identified key areas in which we will focus for the next five years and laid out actionable steps to make strides in each of these categories.

While these areas will be constant over the next five years, the actions and outcomes will evolve as we build a foundation that can respond to change and deliberately integrate sustainability and partnerships into our successful network of schools and their communities.

Our Vision

Arts-based school communities that fuel transformative education for every student.

Our Mission

Model, cultivate, and support arts-based learning for the whole school community.

Our Beliefs

- Every individual, every school, and every community are unique and valuable.
- Everyone is naturally creative, and creativity is critical to the learning process.
- Every child deserves to be taught in and through the arts.
- Instruction should be creative, engaging, and meet the unique needs of all learners.
- Arts integration should be in every classroom as one of many tools and approaches.
- The arts nurture the imagination and impact lifelong learning.

Mississippi Whole Schools Goals

The current MWS goals exist as a result of its strategic planning process and in alignment with MAC's 2018 Strategic Plan.

Goal 1: Communication

Effectively communicate the work and purpose of Mississippi Whole Schools.

Goal 2: Professional Learning

Provide high quality professional learning opportunities to increase skills and build knowledge.

Goal 3: Community Relationships

Enhance and sustain relationships and collaborations for Mississippi Whole Schools and its communities.

Goal 4: Operations

Refine Mississippi Whole Schools' operations to ensure effective financial and infrastructural support in its schools.

Goal 5: Partnerships

Explore and research partnership opportunities to grow influence and expand the reach of Mississippi Whole Schools in local, regional, and national spheres.

Staff and Personnel

Mississippi Arts Commission

Executive Director
Deputy Director
Chief Fiscal Officer
Communications Director
Executive Assistant
Systems Administrator
Grants Director
Arts-Based Community Development Director
Arts Education Director
Arts Industry Director
Folk and Traditional Arts Director
Special Initiatives Director

Mississippi Whole Schools

Whole Schools Director
Administrative Coordinator
Administrative Fiscal
Field Advisor Coordinator
Field Advisors
Professional Development Coordinator
Program Resources Coordinator
Teaching Artist Coordinator

Mississippi Whole Schools Leadership Team

The leadership team of Mississippi Whole Schools is made up of all MWS personnel and includes MAC personnel in areas as needed for specific projects and goals.

Arts Leadership Committee

The role of the Arts Leadership Committee (ALC) is to model, cultivate, and support arts-based learning within the whole school community. Embedded within the committee is a program administrative team. The full committee, led by the administrative team, provides strong leadership for this campus. This structure is pivotal to the success and sustainability of the arts-integrated approach in the redesign of the school environment.

Program Administrator

The ALC Program Administrative team is made up of the school's lead administrators (principal or assistant principal) and two project directors. The project directors are either two general classroom teachers or one classroom teacher and one specialty teacher (music, art, gifted, etc.). The project directors should not be two specialty teachers. The most effective growth has been noted when one or more of the program administrators is also the instructional facilitator or a lead teacher who actively plans with grade level teams and coordinates with the arts specialists on staff.

Program Administrators must have time allotted to plan and communicate with MAC, field advisors, the school's arts leadership committee, staff, artists, community cultural institutions and parents. An understanding of the school's daily schedule, current staff developmental needs, curriculum planning, data collection, district policies and procedures for funding, and an awareness of the benefits of good public relations tools and practices are also important pre-requisites when considering who should fill this role. Program administrators must have the authority to make common-sense decisions.

The attendance and active participation of one program administrator is required at all MWS events and training institutes. The attending program administrator should lead the school's participants in team reflection and application discussions. (It is recommended that a rotational schedule of attendance be developed).

Role of the Program Administrator

- Manage arts planning time and calendar of events
- Manage out of school training, event registrations and details
- Collect data related to the project
- Order supplies and identify arts resources
- Administer grant specifics
- Oversee equitable spending and budget alignment
- Communicate with stakeholders, parents, faculty members

- Respond in a timely manner to requests for information, etc. from staff and stakeholders
- Attend regularly scheduled meetings and trainings
- Facilitate a process to help staff develop individual plans to improve their environments through the arts
- Track and report progress to supervisors, local school board, and stakeholders
- Contact community partners to access external support when needed
- Communicate arts content with media
- Supervise staff development in arts integration
- Guide development of arts-based professional learning community
- Contract for artist's services
- Advise and pre-plan with artists and teachers
- Guide evaluation of arts integration approaches
- Devise an accountability system for what will happen after trainings and how teachers will be coached to use arts-integrated best practices
- Incorporate regular status checks
- Facilitate appropriate changes using arts integration approaches as informed by status checks and data collection
- Note, record, and share positive outcomes for the staff, students and families involved in the program
- Purposefully select members to form the school's ALC
- Share responsibilities for project success and assign support tasks based on specific skills and strengths of committee members (i.e., photo documentation, website updates, fundraising events)

Arts Leadership Committee

The Arts Leadership Committee is comprised of lead educators and support personnel. It includes community members in areas as needed for specific projects and goals. Members of the ALC are actively recruited and carefully selected by the program administrators.

The Arts Leadership Committee should be representative of the school's community. Each grade level PLC/POD, service area, school committee and initiative should have representation in the ALC (i.e., program administrators, lead grade level/subject area representatives, specialist representative, and community representation).

On average, six to ten members are required for full representation of the school's community. These members often serve on other school committees, thus providing a crossover of information and resources. Careful consideration of

representative strengths, interests and position on other committees should be considered when selecting members.

Worksheets and templates for effective committee development can be found on the member page at mswholeschools.org

Role of the Arts Leadership Committee

Arts Leadership Committee members meet monthly to assess progress, identify needs, plan professional learning and community events, and provide representation for their area of expertise. The committee utilizes the MWS Growth Planner (see pg. 17) to support the school's journey.

The duties of each ALC member are site specific and should align with the school's goals and action steps. Additional committee representation and individual workload should be considered when determining tasks and duties for ALC members.

A minimum of four ALC meetings are dedicated to the continual development of the MWS Growth Planner.

Field Advisor

The MWS Field Advisor understands and supports the overall work of the program. The specializations of a field advisor are as a professional artist with education training, a professional educator with arts training, or a professional with a solid understanding of arts integration and the work and purpose of MWS. The Field Advisor serves as a consultant for the school and is a support liaison between the school and the Mississippi Arts Commission. Each campus has an assigned Field Advisor who is a mentor for arts education and arts integration. The Advisor is a resource and support for building capacity in arts integration for the school campus.

Advisor Site Visits

Site visits are designed for face-to-face meetings with the school's arts leadership committee and program administrators. During this time, the advisor will offer guidance in strategic planning and the development of the school's growth planner. This includes a focus on goals and action steps and offers relevant feedback for overall growth and effectiveness in arts integration. The field advisor assists the school in meeting its programmatic goals.

Consultation and Advisement

Consultation and advisement services include:

- Professional development
- Strategic planning
- Arts Leadership Committee meetings
- MWS Growth Planner development
- New teacher orientation
- Model classroom lessons
- Observe classroom lessons
- Facilitate in program planning and development
- Support in documentation, deadlines, grant writing, reporting, etc.
- Campus walkthrough and observation
- Identify alignment of other initiatives and programs with MWS program
- Identify professional development needs and resources
- Ensure all arts disciplines are utilized
- Ensure authentic arts integration strategies are being implemented
- Campus and Stakeholder support for sustainability

Program Information

MAC has a strong commitment to developing and implementing a documented process of improving education in and through the arts. Whole Schools embodies that commitment. The following essential requirements apply to all MWS schools:

Principal Leadership

The commitment of the principal is vital to the success of Whole Schools on the campus. The principal's active participation and support in the Arts Leadership Committee ensures the development of the whole school.

The principal OR project director is required to attend all MWS training events and programs. The principal AND project director are required to attend the MWS Leadership Retreat and Summer Institute as a part of their school team.

The principal must either delegate or assume responsibility for fiscal management of the MWS program, reporting, and supervision of the goals and action steps for implementation (refer to Growth Planner, pg. 17).

Project Director Leadership

Each MWS site is required to designate a project director and a co-project director. The school's program administrative team members are the project directors, principal and the MWS field advisor.

The responsibilities of the project director vary based on accounting practices and the local school plan. The selection of project directors is a local decision.

The project director OR principal is required to attend all MWS training events and programs. Project directors AND principals are required to attend the MWS Leadership Retreat and Summer Institute as part of their school team.

General Program Requirements

Letter of Intent

Program Application

Letter of Support from Superintendent and Principal

Commitment to orientation and planning

Participation in Mississippi Whole Schools Institutes

Participation in Leadership Retreat

Designation of a Project Director and Co-Project Director

Development of an Arts Leadership Committee

Strategic planning through the MWS Growth Planner

Collaboration with an MWS Field Advisor

Involvement of MAC approved visiting artists or consultants for classroom demonstrations

Involvement of MAC approved visiting artists/consultants for teacher training

Involvement in special professional development opportunities funded through MAC

Adequate time given for curriculum planning

Purchase of art supplies and materials

Participation in state-level evaluation

Commitment to sustain the work over the specified time involvement

Matching Funds

All MWS Schools must provide a dollar-for-dollar cash match of program funding.

Sources for matching funds may be:

- applicant cash from the school's budget
- corporate or business contributions
- PTA, PTO or other private contributions

- government contributions from municipal, county, regional, or federal sources
- revenues earned through fund-raising

In-Kind Contributions

Schools should document contributions (materials, services, etc.) that are provided at no cash cost to the member school.

Community partners should be documented (local business, clubs, organizations) and any in-kind contributions provided (frames, refreshments, cohort services).

Categories of Affiliation

School participation in MWS aligns within three major categories. These categories include different commitment levels and allow opportunities for expanded growth in arts integration.

Arts in the Classroom

Arts in the Classroom (AIC) is a one-year program designed to provide professional development for teachers and administrators in the foundations of arts integration as a teaching tool to enhance teaching skills. Teachers begin to identify where arts integration will improve student achievement as they infuse the arts into the basic curriculum. Schools desiring to be a member of Whole Schools must first participate in the AIC program.

Whole School

Whole Schools is a program open to preK-12 schools that uses the arts as a vehicle for promoting high-quality instruction and learning for students. The program is founded on effective research-based methods and strategies. Participants in Mississippi Whole Schools are supported through grant funds, professional development, and technical assistance. This level is a six-year commitment to ongoing professional development through the MWS program.

Model Whole School

Schools that have committed to arts integration and changed their school's culture through the arts are **invited** to apply as a Model Whole School. To apply, schools must have completed a minimum of three years in Mississippi Whole Schools.

Professional Development

Leadership Retreat

Leadership continually evolves to meet the current needs of the program and the participants. The Leadership Retreat model focuses on informing and empowering principals and project directors as they lead their campuses in arts integrated learning practices.

The leadership retreat is typically a one-day or two-day retreat focusing on team building, goal setting, research, and resources.

Midyear Trainings

Midyear training takes various formats depending on the stated needs of member campuses. These trainings are developed to focus on arts integration skills and peer to peer sharing. School leaders play a large role in determining the needs and topics of study.

Summer Institute

The Summer Institute has been a highlight of MWS since the first convening in 1999. The Institute ranges from a 3-day event to a 5-day event. Attendees learn from state and national arts education and arts integration leaders. National trends, data and research, classroom learning experiences, and connections to community are presented.

Model School Tours

Touring a Model School provides a unique professional development opportunity for schools within the MWS program. Host schools share their journey of arts integration and provide an opportunity for guest schools to see the process in action. This collaborative model supports peer-to-peer learning, providing participants with resources and real-life examples of collaboration, community involvement, teaching and learning, and infrastructural systems within the model school's program and design.

School Participation

It is expected that member schools will fully participate in all components of MWS programming. Expectations for participation are outlined in the school's Letter of Agreement.

Education Credits

MWS partners with colleges and universities across the state to provide CEU, OSL, and SEMI credits for participation in professional development opportunities. Each IHL has its own procedures for awarding credits and MWS strictly adheres to those requirements.

Resources - Professional

Articles and Readings

The MWS webpage contains an array of professional development resources. This includes resources for personal and professional study, including landmark documents, research, and other key articles. It is anticipated that program administrators will take advantage of these and other learning resources and share this information with the school team.

Additional resources include curricula, research and data, professional development opportunities, and topics for community connections.

Curricula

Blues Trail Curriculum

Footprints in the Dust: The Natchez Trace

Mississippi History through the Arts: A Bicentennial Curriculum

Moving Toward the Art of Good Health

Research Studies

The Arts are an “R” Too!

Stennis Center Study on Mississippi Arts Commission's Whole Schools Initiative

Arts Education in the South Study

MWS School Data

Professional Organizations

Arts Education Partnership - <https://www.aep-arts.org/>

Education Commission of the States - <https://www.ecs.org/>

National Endowment for the Arts - <https://www.arts.gov/>

Americans for the Arts - <https://www.americansforthearts.org/>

Project Zero - <http://www.pz.harvard.edu/>

ASCD (Association for Supervision and Curriculum Development) - <http://www.ascd.org/>

Resources – Programmatic

Members Only Webpages

Mississippi Whole Schools Member pages provide quick access to programmatic forms and resources. These pages are exclusive to member schools only. Account and login information is provided to the school's program administrators. ALC members should ensure this information is shared with the rest of the school's staff.

Growth Planner

The MWS Growth Planner is an essential tool for school growth, planning, and reporting. The Growth Planner is designed to track the school's progress over time. Online planners are provided to assist the ALC in developing goals and action steps that address the unique needs of the school. The Planner is a living document that journals current growth as well as building a pathway for sustainability. Growth Planners are updated regularly and document the school's journey. MWS Field Advisors support the school's ALC members throughout this strategic planning process.

The Growth Planner webinar and toolbox can be found in the member section of the Whole Schools website at mswholeschools.org. These tools are available for virtual training and provide documents and organizers that can assist the ALC program administrators.

Forms and Documents

Required and commonly requested documents can be found on the MWS Member pages, including the MWS Calendar, Change Form, Contract Request Link, Model Tour Reflection documents, and others.

Video Library and Archives

The MWS member pages contain an array of professional development resources, including a video library of professional development sessions. An Archive section containing lessons ideas, assessment tools, training resources, and handouts from previous institutes and retreats can be found here.

Model Solutions for Common Concerns

Common threads of concern emerge throughout the school's journey. Developing a plan of strategic action steps, morale boosters, and incentive programs can aid in turning these concerns into possibilities. The *Model Solutions for Common Concerns* document is on the Member page of the MWS website.

This document offers sample solutions and incentive ideas for the campus. The Model Solutions document is continually updated as schools share their own successful ideas and strategies. If you have ideas to add, please let us know at wholeschools@arts.ms.gov.

Resources – Mississippi Arts Commission

MAC Grants

Complete information on all MAC grants can be found at arts.ms.gov

Mississippi Whole Schools Capacity Building Grant

Model and Whole School Members Only

Deadline: September 1st

No match required, \$2,000 - \$5,000

Not available every year

Project must align with Growth Planner

Minigrant

Limited in scope

Deadlines: June 1st and November 1st

For Individuals: 1-to-1 cash match, up to \$500

For Organizations: 1-to-1 cash match, up to \$1,000

May receive only one per fiscal year

Project Grant

Most versatile grant

Deadline: March 1st

For Individuals: no match required, up to \$2,000, not available every year

For Organizations: 1-to-1 cash match, up to \$5,000

Fellowship Grant

Artistic Merit grant

Deadline: March 1st

Individuals: no match required, up to \$5,000

May receive only one every five years

Folk Arts Apprenticeship Grant

Master Artist and Apprentice

Deadline: March 1st

Individual: no match required, up to \$2,000

Artist Roster

The Mississippi Art Commission's *Artist Roster* and *Teaching Artist Roster* are professional listings of vetted artists and teaching artists. These artists offer performances, workshops, and programs for the school community. Teaching Artists offer performances, workshops and training focused on K-12 curriculum standards. A complete listing of roster artists can be found on the MAC webpage at arts.ms.gov.

MAC Programs

MAC programming includes community and state opportunities. Information about these connections can be found on MAC's website. These include Governor's Arts Awards, Arts Day at the Capitol, Folk and Traditional Arts, Writer's Trail, Poetry Out Loud, State Arts Conference, and others.

MAC also partners with Mississippi Public Broadcasting (MPB) to produce *The Mississippi Arts Hour*, a weekly interview show featuring artists across the state.

MAC Resources

MAC offers a variety of tools for educators, arts leaders, arts advocates, and creators. A listing of state and national arts organizations can be found allowing you to connect and expand your circle of influence.