

# STUDIO SCHOOL STUDENT HANDBOOK

Updated 03/30/22

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## GENERAL GUIDELINES & EXPECTATIONS

### Attendance, Illness & Weather

If an instructor cannot meet a class, then: 1) a class may be postponed, with a make-up class scheduled later in the session, or 2) another qualified teacher may substitute for the instructor. If a class must be postponed, Studio School will promptly notify students via email.

The decision to cancel all classes and programs due to weather will be based, but not limited to: the severity of the weather and advice of public emergency officials. If at all possible, the decision will be made at least two hours before the start of class and will be posted on the homepage of Oklahoma Contemporary's website. Students will be alerted via email that their class has been cancelled and their rain date will be utilized.

### Behavior

Inappropriate behavior—including physical or verbal abuse, intimidation, harassment, sexual misconduct or threatening behavior directed toward instructors, fellow students or administrative staff—are cause for dismissal from class or from teaching assignments. If you experience or witness inappropriate behavior from a student, instructor or employee of Oklahoma Contemporary, immediately contact the Associate Director of Studio School at [studioschool@okcontemp.org](mailto:studioschool@okcontemp.org) or (405) 493-9087 or the Director of Human Resources at [HR@okcontemp.org](mailto:HR@okcontemp.org).

### Cancellation Policy

Oklahoma Contemporary reserves the right to cancel any course that does not meet minimum registration. Cancellation decisions will be made at least 7 days prior to the first day of each session. In the case of class cancellation, a refund will automatically be issued to you. Refunds may take between 3-5 business days to reflect in your account. Students whose course has been cancelled will be sent a list of available courses and can register for one or more within a 48-hour time frame. Please register early to improve chances that your preferred class will meet registration minimum requirements.

### Cell Phone Use

Conversations on phones should occur outside the studios. Cell phones should be placed on silent or vibrate only mode. Computer and cell phone use (including texting) unrelated to class or workshop activities should be kept to a minimum.

### COVID-19 Safety Guidelines

Oklahoma Contemporary has taken steps to limit the possibility of transmission of COVID-19 in our facilities and at our events, but we cannot eliminate all possibility of exposure. Any visit to a public space carries inherent risk, and all visitors in our spaces voluntarily accept and assume that risk.

Based on recent guidance from the CDC and our local health consultants, we have updated our COVID-19 policies. Because all counties in the Oklahoma City metro area rank in the "low" COVID-19 community level, masks will become optional in Studio School's spring session. Anyone who would prefer to wear a mask is, of course, welcome to do so.

Learn more about Oklahoma Contemporary's COVID-19 general protocols here:  
<https://oklahomacontemporary.org/discover/covid-protocols>

## **Discounts**

Members receive 10 percent off of classes and workshops and one week early access to registration before the general public. If you are not yet a member, please visit our [Membership page](#) to learn more.

## **High School Registration in Adult Courses**

Parents or legal guardians of juniors and seniors in high school that are 16–18 years old may [apply for permission](#) for their children to participate in adult courses. Participating high school students are expected to behave in a professional manner and will be required to complete the same assignments as their adult counterparts. Teen registration in adult classes is considered on a case-by-case basis and requires written approval from the Studio School and from a parent/guardian.

## **Holidays and Building Closures**

Oklahoma Contemporary is closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Any other additional days designated by Oklahoma Contemporary will be posted on Oklahoma Contemporary's website.

## **Inclusion and Accessibility**

Oklahoma Contemporary strives to demonstrate leadership by modeling excellence and best practices for inclusion, diversity, equity and accessibility. We believe in the power of human creativity and value the opportunities for connection and learning that exist when cultures and communities come together in collaboration and understanding.

We commit to championing policies and practices that value diversity, foster cultural equity and create an accessible and inclusive environment. Oklahoma Contemporary does not discriminate based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status or religion. We recognize our strengths lie in the broad range of people who contribute their time and talents to our mission and are dedicated to creating a safe, inclusive place for them to explore creativity.

Please notify Studio School staff at [studioschool@okcontemp.org](mailto:studioschool@okcontemp.org) if you have questions, require assistance or need to request additional accommodations. Oklahoma Contemporary's buildings are wheelchair accessible.

## **Internet Use**

Computers are occasionally provided for classroom use in the studios or on the Oklahoma Contemporary campus. Oklahoma Contemporary's equipment may not be used to access or obtain or download any electronic mail that may be seen as insulting, disruptive, offensive by other persons or harmful to morale, including any message or graphic that can be construed to be harassment or disparagement of others, based on their sex, race, sexual orientation, gender identity, age, national origin, religion, ethnicity, physical or mental disability, political affiliation, color, marital status, or any other characteristic protected by federal or state law or local ordinance and as subject to Oklahoma Contemporary's Sexual Harassment Policy. Examples of offensive behavior include, but are not limited to:

- Personal attacks
- Offensive or obscene messages

- Gossip, jokes or personal messages about the sender or others
- Anything that may be construed as harassment or offensive to others
- Gambling or any illegal activity
- Profanity or vulgarity; messages with violent intent

### **Rain Dates**

Every session includes a rain date following the last week of the session. This provides an extra day of class in the event of an inclement weather closure, scheduling conflict, or because an instructor is absent or unavailable to teach during the regular session due to illness, emergency or other unexpected or planned event.

### **Online Courses**

Studio School classes and workshops take place online via the Zoom platform. All courses will be taught in real time with recordings available after the class. Students are responsible for having a reliable Internet connection and a Zoom-compatible device with microphone, speakers and camera. Students enrolled in select digital media classes will need to license and install software.

We understand that when taking a course from home, curious family members might pop in for a quick listen. However, if someone else in your household wishes to participate substantially in the course, they must pay tuition for the course as well. This helps ensure that our course sizes remain small and that instructors can provide the attention and care necessary for all students.

Please install and familiarize yourself with the Zoom platform before your first day of class. Oklahoma Contemporary will not provide course refunds due to technical issues relating to Zoom or Internet access.

### **Useful Links**

- [Getting Started with Zoom](#)
- [Zoom Live Training Seminars](#)

### **Tips for Improving Zoom Video Quality**

We use professional grade tools and an enterprise Internet connection to bring Studio School to you. Yet the quality of the image you see is often dependent on your own Internet connection and setup. Here are some things you can do to improve video quality:

- If possible, use a computer or laptop with a wired connection (an Ethernet cable) to run Zoom
- Download the desktop Zoom application instead of using your browser
- When running Zoom, close all other applications or turn off devices that use the Internet
- If you are using a mobile device, you may want to test whether using LTE/5G or WiFi gets you a better connection

Lastly, if using the desktop Zoom application, click into Settings > Video and click "Enable HD"

### **Open Studio Sessions**

Students enrolled in multi-week classes will have access to their studio to work independently on projects between classes. Participation in Open Studio sessions is strongly recommended to keep up with the pace of your course. Open Studio times and links to sign up are listed in your [Student Portal](#). The password will be provided in your welcome email.

Reservations are required for Open Studio sessions. Students must sign in and out at the front desk of the Studio Building or the Main Building during each session. Repeat no-shows may lose Open Studio privileges. If you need to cancel your reservation, email [studioschool@okcontemp.org](mailto:studioschool@okcontemp.org).

Students working during Open Studio sessions should work within the scope of their expertise and ability. No instructors will be present during Open Studio times.

The following items are not permitted to be used during Open Studio times:

- Students are not permitted to load or fire kilns.
- Power tools (with the exception of Dremel or Rotary tools)
- Metalsmithing torches
- Printers in the Digital Media Studio

### **Refund Policy**

Students who request refunds at least 10 business days prior to the first day of the course will receive a 100% refund. Students who request refunds fewer than 10 business days to the first day of the course are not eligible to receive a refund. Refunds will not be issued in the case of postponement of a course to a posted rain date in the case of weather or other mitigating factors. Those ineligible to receive a refund may request an acknowledgment from Oklahoma Contemporary of a tax-deductible eligible contribution in the amount of the unused tuition. Refund requests must be sent via email to [studioschool@okcontemp.org](mailto:studioschool@okcontemp.org). We will not accept refund requests via phone call or social media message.

If you are taking an online course, please download and familiarize yourself with the Zoom platform before your first class meeting. Oklahoma Contemporary will not provide course refunds due to a student's lack of familiarity with the Zoom platform or technical issues relating to the student's devices or Internet access.

All one and two-day workshops include a posted rain date on their website description in the case of weather, instructor illness or other mitigating circumstances. If the course is moved to the published rain date, students are not eligible for refund unless the request is received no later than 10 business days prior to the date of the course.

### **Student Portal**

Students currently enrolled in a multi-week class will have access to the Student Portal, located at [oklahomacontemporary.org/studentportal](http://oklahomacontemporary.org/studentportal). The passcode for this site changes each session and will be emailed to you from [studioschool@okcontemp.org](mailto:studioschool@okcontemp.org) following the close of general registration for your class.

The student portal includes important links, such as:

- Links to SignUp Genius for Open Studio Sessions
- Contact information for Studio School
- Important dates
- Zoom and Dropbox links for online classes

### **Student and Renter Storage at Studio School**

Storage for student materials and projects is extremely limited—see your course [syllabus](#) for details. We recommend that you source a portable and durable container to carry class materials to and from each class meeting, such as a fishing tackle box or a rolling suitcase.

### **Supplies and Materials**

Students are responsible for purchasing their own supplies as noted in the course [syllabus](#), which is emailed to each student upon registration. A supply list will be included in the class syllabus and available to view on Oklahoma Contemporary's [website](#) prior to registration opening dates. Some items such as Ceramics tools, clay, sewing kits, and other supplies will be available to purchase at Oklahoma Contemporary.

Due to the slight chance a course may be cancelled due to low registration, we recommend purchasing supplies locally or from an online retailer that permits refunds. If you have questions about materials prior to the beginning of class, you may wait until after the first session to purchase the item in question.

Some courses require the purchase of a materials kit on the first day of class. This will be identified in the course description.

### **Zoom Guidelines**

In addition to the guidelines listed below, students and instructors will work together to create shared agreements to guide behavior in each class.

- Arrive on time to class
- Be mindful of what is in your background
- Do not share recorded classes or workshops
- Keep all interactions via video and chat professional and kind—please note that all chat messages, including those designated as private, are recorded in the call transcript
- Limit distractions in the background
- Mute your audio when not actively speaking
- Please wear appropriate clothing for your class
- When possible, keep your video enabled to help create a sense of community

Please remember that your Instructor is a teaching artist, not an IT professional. Before your first class, please download and familiarize yourself with the Zoom platform. Oklahoma Contemporary will not provide course refunds due to student unfamiliarity with the Zoom platform, technical issues relating to student devices or student internet access.

# CERAMICS STUDENT GUIDELINES

## General Safety

Instructors, renters and students are responsible for safely using materials and equipment. Oklahoma Contemporary is not responsible for accidents or injury resulting from negligence or improper use. Instructors, renters and students are financially responsible for any medical costs associated with negligent or reckless behavior or equipment use while on Oklahoma Contemporary's premises. Students and renters should ask their instructor (if applicable) or the Manager of Ceramic Studio and Programs for help if they are unfamiliar with or uncertain about procedures.

Instructors, renters and students should wear appropriate clothing for a working studio. Long hair should be tied up and loose, billowy clothing is discouraged. Closed-toed shoes are strongly encouraged.

Clay dust can be harmful to your health with long exposure. Never use a broom to sweep dry clay. Sanding of greenware or bisqueware is prohibited inside the building and all sanding should occur outside with a dust mask and downwind of other people.

Drinks in closed containers are permitted in the studios. Food is prohibited.

## Clean Up Procedures

Instructors, renters and students are required to clean up after themselves by the end of each class session, including the tables, potter's wheels, extruder, wedging table, sinks, glaze room and any other areas used in the ceramic facilities. To ensure the health and safety of the premises, all instructors, renters and students must keep their working areas clean, pick up clay scraps from the floor and when possible clean up with a damp sponge. Do not use brooms to sweep dry clay.

Clay should never go down the sink drains. Although the rocks and screens in each sink will help catch any clay accidentally dumped out, instructors, renters and students must pick up any clay in the bottom of the sinks and deposit it in the recycling bucket or the trash can.

## Glazing and Firing

All glazes are located in the glaze room. To ensure the safety of students, renters, instructors, staff, equipment, and student work, outside glazes or materials are prohibited. Proper glazing techniques will be demonstrated in class. Work that is improperly glazed will need to be fixed under the advisement of instructors or staff before it is fired.

Bisque kilns are fired continuously throughout the session. Glaze kilns are only fired when they are entirely full. To ensure that Oklahoma Contemporary staff schedule appropriate frequency of firings, students should glaze their bisqueware as soon as it is fired.

Loading, firing and unloading dates will be posted in the studio to help students and renters plan the progress of their work accordingly. All posted dates and times are subject to change without prior notice. The final glaze kilns will be loaded the last Saturday of each session and the unloaded the following Tuesday.

Loading, firing, and unloading of kilns will be carried out by the Manager of Ceramics Studio and Program and an approved Studio Technician. Instructors, renters and students may not perform these tasks. Violation of this rule is considered ground for dismissal without refund of tuition. Damage incurred due to violation may result in fines.

### **Storage**

Each student/renter will be given one storage space per session. Students enrolled in multiple classes may receive multiple storage spaces. All shelves must be cleaned out by the Wednesday following the last week of the session regardless of registration status in following sessions. All work, and tools left on personal shelves, cubbies, greenware shelves, bisqueware shelves, glazeware shelves and finished shelves after the Wednesday following the last week of the session will be discarded. If a camp/teen class is taking place in a studio where materials are stored, a Studio School employee must escort you into the space to retrieve required materials. No unauthorized adults are allowed to enter classrooms where minors are present.

### **Student Work**

All work must be made in the Oklahoma Contemporary Art Center ceramics studios. Students must sign all work that they make. Only work that is signed, initialed or stamped will be fired.

To ensure safety and the success of student work, only clay purchased at Oklahoma Contemporary is allowed in the studios. Clay is available for purchase at the front desk of the Studios or the main building during the first hour of each class period. Only the Manager of Ceramics and Studio and Programs, a Studio Technician and approved front desk staff may access the clay storage area. Purchasers will be given a receipt to present to staff for retrieval of their clay.

Oklahoma Contemporary is an educational facility not a production studio. Work made in the studio should reflect the number of registered classes and the projects assigned. Students found in violation of this will be warned and charged accordingly. Excessive work made outside of class assignment parameters will not be fired. If instructors or students wish to have additional access to the Studio Building or wish to purchase additional clay, they can contact the Manager of Ceramic Studio and Programs via email at [studioschool@okcontemp.org](mailto:studioschool@okcontemp.org).

### **Wheel Throwing**

Following each class or work session, the wheel head, top of the wheel and surrounding counter and floor should be wiped down with a wet sponge. After everything is wiped down sufficiently, turn the wheel off, place the stool upside down on the wheel head and the foot pedal on top of the wheel. This helps with mopping and indicates to other users that the wheel is not in use.

Any and all work left on the wheels, worktables and/or glazing area after class will be recycled or discarded. Instructors and students should never leave work out and make sure everything is wrapped up accordingly and put back on their respective shelf.



## CERAMICS RENTER GUIDELINES

- Renters must work in designated renters' space for the entirety of the session.
- For access to the Glaze Room, renters must sign up for Open Studio sessions through the Student Portal.
- Drinks in closed containers are permitted in the studios. Food is prohibited.
- All work must be placed on appropriate shelves to be included in firings. Loading, firing, and unloading of kilns will be carried out by the Manager of Ceramics Studio and Program and an approved Studio Technician.
- Studio School clay and glazes are preferred. You must request permission from the Manager of Ceramics Studio and Program to use non-Studio School clay or glazes.
- Each renter will be given one storage space per session. All shelves must be cleaned out by the Wednesday following the last week of the session regardless of registration status in following sessions. All work, and tools left on personal shelves, cubbies, greenware shelves, bisqueware shelves, glazeware shelves and finished shelves after the Wednesday following the last week of the session will be discarded.
- If a camp/teen class is taking place in a studio where materials are stored, a Studio School employee must escort you into the space to retrieve required materials. No unauthorized adults are allowed to enter classrooms where minors are present.
- Make sure everything is wrapped up accordingly and put back on their respective shelf. Any and all work left on the wheels, worktables and/or glazing area after each work session will be recycled or discarded.
- At the end of your work session, the wheel head, top of the wheel and floor should be wiped down with a wet sponge. After everything is wiped down sufficiently, turn the wheel off, place the stool on the wheel head and the foot pedal on top of the wheel. This helps with mopping and indicates to other users that the wheel is not in use.
- Failure to follow Renter Guidelines may result in dismissal of studio access without a refund.

# DRAWING AND PAINTING STUDENT GUIDELINES

## General Safety

Instructors and students are responsible for safely using materials and equipment. Oklahoma Contemporary is not responsible for accidents or injury resulting from negligence or improper use. Instructors and students are financially responsible for any medical costs associated with negligent or reckless behavior or equipment use while on Oklahoma Contemporary's premises. Instructors and students should ask their instructor (if applicable) or the Associate Director of Studio School if they are uncertain about or unfamiliar with certain procedures.

Students are responsible for providing their own personal protective equipment (PPE), including nitrile gauntlets or gloves, eye goggles, and a respirator (if applicable).

Drinks in closed containers are permitted in the studios. Food is prohibited.

## Equipment Care and Safety

Wipe down tables, stools, equipment, standing mats and floor spaces around you after each use. Fold and store all easels and taborets in designated storage spaces. Place standing mats together in the designated storage space.

Obtain a Safety Data Sheet (SDS) on your paints to find out what pigments you are using.

## Chemical and Solvent Storage

All flammable and hazardous solvents or materials must be kept in closed containers and stored in the fireproof safety cabinet before and after use. The use of turpentine is prohibited. Use only [low-odor or odor-free mineral spirits](#) such as Gamsol and safflower oil, for cleaning brushes and thinning paints.

## Disposal of Materials

All rags or paper towels with oil-based inks, oily materials or solvent materials must be discarded in the red hazardous waste can. All other materials should be disposed of in conventional trash cans.

Empty any used solvents in the red hazardous waste can. **Do not pour solvents or thinners down the drain.**

## Dry Drawing Media and Pigments

Wet mop and wipe all surfaces when using dry pigments. Spray fixatives may be applied outdoors in approved designated areas with a NIOSH-approved respirator.

Do not blow off excess pastel or charcoal dust. Instead, tap off the built-up dust into a trashcan.

# FIBER ARTS STUDENT GUIDELINES

## General Safety

Instructors, renters and students are responsible for safely using materials and equipment. Oklahoma Contemporary is not responsible for accidents or injury resulting from negligence or improper use. Instructors and students are financially responsible for any medical costs associated with negligent or reckless behavior or equipment use while on Oklahoma Contemporary's premises.

Instructors, renters and students should wear appropriate clothing for a working studio. This is a shared space, so a good choice of clothing is one that is not bothered by dyes or water and shoes or sandals with non-skid soles. Pins and needles could be dropped on the floor and not retrieved. If you leave your floor loom for any reason, please make sure that your shoes are back on.

Drinks in closed containers are permitted in the studios. Food is prohibited.

## Class Policies

No student or renters should add or subtract heddles from any loom without instructor permission and assistance. If you are having difficulties with your loom, please let your instructor know as soon as possible so that your project is not delayed.

No cell phones should be left on the floor OR on your bench at any time. Damage to phones is the responsibility of the phone's owner.

Only water, in a lidded container, is allowed in the studio.

If using a heating plate, ensure its surroundings are clear of other objects, especially combustible materials. Make sure the heating plates are turned off before you leave the studio.

## Clean Up Procedures

Instructors, renters and students are required to clean up after themselves at the end of each class session. This includes sweeping up the area under their loom and the general area around it. Class supplies should be returned to their proper place at the end of each session. T-pins, needles, and shuttles that are attached to your weaving may remain in place.

At the conclusion of their project, it is the student/renter's responsibility to clean the loom they have used by removing all bundles of threads, returning the reed to its proper place, dusting the loom, and sweeping up the resulting dust.

All work should be completed by the end of the allotted class time. Open studio times may be available if you find you need more hours to complete your project.

## **FABRICATION AND METALSMITHING STUDENT GUIDELINES**

### **General Safety**

Instructors and students are responsible for safely using materials and equipment. Oklahoma Contemporary is not responsible for accidents or injury resulting from negligence or improper use. Instructors and students are financially responsible for any medical costs associated with negligent or reckless behavior or equipment use while on Oklahoma Contemporary's premises. Instructors and students should ask their instructor (if applicable) or the Manager of Ceramic Studio and Programs for help if they are unfamiliar with or uncertain about procedures.

Instructors and students should wear appropriate clothing for a working studio. Billowy, loose, clothing is discouraged and long hair should be tied up. Closed-toed shoes are required in both the wood and metal shop.

Food and drinks are not allowed in the Steven C. Agee Metal and Wood Sculpture Studio.

### **Clean Up Procedures**

Instructors and students are required to clean up after themselves by the end of each class session, including the tables, tools and floor in any and all spaces used during that day's class.

### **Tools**

Instructors will provide proper training for all tools and equipment. Students should not use any tools for which they have not received proper training. Following each class or work session, all power and hand tools should be returned to their appropriate storage location. All adjustable power tools should be returned to zero or square.

Any tool found damaged and or in poor working condition should be reported to the instructor immediately. A tool not working properly can be extremely dangerous.

Any and all work left on worktables and/or shop area after class will be recycled or discarded. Instructors and students should never leave work out and make sure all tools and materials are put back on their respective shelf.

### **Student Work and Studios Access**

All students will have time during class periods and under the supervision of their instructor to work on projects and ideas presented in class.

Students are not permitted in the woodshop and metal shop areas outside of supervised class time. Instructors using these areas outside of class time must have permission from a Studio School employee.

# PRINTMAKING STUDENT GUIDELINES

## General Safety

Instructors and students are responsible for safely using materials and equipment. Oklahoma Contemporary is not responsible for accidents or injury resulting from negligence or improper use. Instructors and students are financially responsible for any medical costs associated with negligent or reckless behavior or equipment use while on Oklahoma Contemporary's premises. Instructors and students should ask their instructor (if applicable) or the Associate Director of Studio School if they are uncertain about or unfamiliar with certain procedures.

Closed-toed shoes should always be worn in the printmaking studio. Loose clothing is not permitted, and all instructors and students should tie back long hair.

Drinks in closed containers are permitted in the studios. Food is prohibited.

Instructors and students are responsible for providing their own personal protective equipment (PPE), including nitrile gauntlets or gloves, eye goggles, and a respirator (if applicable).

## Chemical and Solvent Safety

Oklahoma Contemporary is committed to safer printmaking practices and does not permit the use of strong organic solvents such as mineral spirits, acetone or lacquer thinner without written approval from the Associate Director of Studio School. Workspaces and tools should be cleaned with safer alternatives, including baby oil, Citra Solv (or equivalent), Simple Green, or Isopropyl alcohol. Gloves should be used when working with solvents.

Instructors and students must keep minimal amounts of solvents on hand while working. All flammable materials and solvents or materials containing solvents must be stored in a flammable storage cabinet.

## Disposal of Materials

All rags or paper towels with oil-based inks or oily materials must be discarded in the red hazardous waste can. All other materials should be disposed of in conventional trash cans.

## Press Care and Safety

Use the minimum amount of force needed for a print. Never force a plate or printing block through the press. When using the press, do not place hands on the press bed or near moving parts. Secure long hair, jewelry, or loose clothing before using the press.

The press blankets are a highly specialized element of the press and are very expensive. Do not allow any ink or cleaning agent to get on the press blankets. Use newsprint or craft paper to protect the blankets from ink or excess water. After printing, do not leave the press blanket under the roller — it will leave an indentation. Etching plates should always be beveled and used with appropriate pressure.

The press bed should be cleaned after each proof is pulled to prevent ink contamination. Use Simple Green or a similar agent to clean all surfaces touched, including the handle, after each printing session.

### **Tool Care and Safety**

Brayers should always be stored upside down to prevent indentations from forming. All tools should be cleaned completely after use and returned to their designated position.

Shears, files, scribes and other sharp tools can be hazardous and instructors and students should only use them appropriately. Closed-toed shoes are required in the printmaking studio.