



2019 Student & Parent Handbook

Please read this handbook thoroughly and bring it with you in June!

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A NOTE FROM THE PRESIDENT & THE DIRECTOR OF PROGRAMS

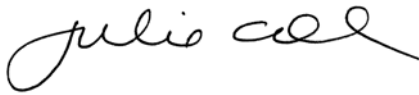
Dear Students,

Welcome to the 2019 Oklahoma Summer Arts Institute! An extraordinary experience of arts immersion awaits you this June.

You will be participating in a creative endeavor that requires rigorous work on your part, but presents the opportunity for tremendous growth. The classes are demanding, and you may experience frustration until you begin to adapt to the accelerated pace and expand your limits. In order to succeed, it is imperative that you keep an open mind and allow yourself to experiment with new techniques and take artistic risks.

The Oklahoma Summer Arts Institute should be considered a journey of discovery. It will be challenging, requiring long hours and intense concentration. However, the reward to you can be significant.

Remember, you were selected from nearly 1,000 auditions—we believe that you are up to the challenge and that you have great talent and the potential for growth as an artist. We look forward to sharing this unique experience with you!



Julie Cohen
President & CEO



Emily Claudé
Vice President & Director of Programs

P.S. PARENTS—This Handbook contains a lot of helpful information for you as well, including arrival and departure schedules, driving information, and important rules and policies. Please review this information carefully!

THE OKLAHOMA ARTS INSTITUTE

Mission Statement: *To provide exceptional multidisciplinary arts experiences that develop individual talent and inspire a lifelong passion for the arts.*

The Oklahoma Arts Institute is a private, non-profit organization with a vision to cultivate established and emerging artists and educators through arts workshops, immersion and awareness. Since 1977, the Oklahoma Arts Institute has recruited nationally renowned artists to teach a fine arts program for talented Oklahoma youth and a series of continuing education workshops for adults. All programs are held at the Quartz Mountain Arts & Conference Center in Lone Wolf, Oklahoma.

The Oklahoma Summer Arts Institute (OSAI) is the Oklahoma Arts Institute's flagship program. OSAI is an intensive academy for serious, disciplined, and motivated high school students in the artistic fields of acting, creative writing, dance, orchestra, chorus, drawing & painting, photography, and film & video. In addition to studying a chosen field, students are exposed to a rich variety of art forms and learning experiences, and interdisciplinary work is encouraged.

QUARTZ MOUNTAIN ARTS & CONFERENCE CENTER

Quartz Mountain State Park in Lone Wolf, Oklahoma, overlooks the pristine waters of Lake Altus-Lugert. An ancient, sacred, and inspiring site, Quartz Mountain was formerly ceremonial grounds for Kiowa, Comanche, Wichita, Apache and Caddo tribes. Today, Quartz Mountain is home to an Arts & Conference Center and is an ideal retreat for arts immersion. With the 700-seat Robert M. Kerr Performing Arts Center, a state-of-the-art darkroom, five studio pavilions, an outdoor amphitheater, the Beverly Badger Memorial Library, and the Quartz Mountain Art Collection, the Arts & Conference Center is the region's artistic epicenter. Nature lovers enjoy hiking and biking trails, bird watching, and a unique Oklahoma ecosystem. The Arts & Conference Center at Quartz Mountain is truly an Oklahoma treasure.

CLASSROOM INSTRUCTION AND GENERAL SCHEDULE

Classes at OSAI are small in order to ensure a close working relationship with the faculty. This contact with the artists allows for personal direction as well as encouragement, inspiration, and the development of skills. Students are expected to arrive to class, warmed up and prepared, at the scheduled time. *Classes are closed to the public, except for a scheduled visitation period during ONSTAGE Weekend.*

With the faculty and guest artists, OSAI students will explore many facets of their art form, including technique, art criticism and art history, performance practice, contemporary trends and interdisciplinary endeavors. Classes are rigorous and are conducted on a collegiate level. Students benefit from working with other young artists who share their enthusiasm for the arts.

TYPICAL DAY AT A GLANCE

7:00-8:30 a.m.	Breakfast
8:30 a.m.-12:15 p.m.	Morning Classes (Times vary by discipline.)
11:30 a.m.-1:30 p.m.	Lunch
1:30-5:30 p.m.	Afternoon Classes (Times vary by discipline.)
5:00-6:30 p.m.	Dinner
7:00-9:00 p.m.	Evening Performances/Presentations
10:00-10:30 p.m.	Cabin/Room Meetings
11:00 p.m.	Lights Out

HOUSING

Student housing assignments are designed to encourage interaction between students of different disciplines. *The Arts Institute does not take requests for roommates.* All housing facilities are air-conditioned. In general, female counselors and female students are housed in the lodge rooms that sleep 3-4 students. Male counselors and male students room in cabins, bunkhouses, and duplexes that sleep 6-14.

Recognizing that these housing options may not be appropriate for everyone, OAI also offers gender-inclusive housing. Gender-inclusive housing is open to students whose needs are not met by our traditional housing options and supports OAI's non-discrimination policy, which includes gender identity and gender expression.

To inquire about gender-inclusive housing or for any other questions related to housing, please contact Emily Claudé at eclaude@oaiquartz.org or 405.605.7500.

COUNSELORS AND STAFF

In addition to eight full-time Arts Institute staff members, dozens of other temporary staff members are hired each summer to work at OSAI. OSAI staff and counselors are carefully selected for their experience and artistic backgrounds. 29 adult counselors live with and supervise the students, as well as perform duties as liaisons to faculty members, office staff, technical crew, and other duties as needed. Other OSAI support staff includes a director of security, night security personnel, a counselor coordinator, a four-person technical theatre crew, and two nurses.

Each student at OSAI works closely with two counselors during the program. A housing counselor lives in the same housing area as the student and is responsible for making sure they are checked in to their housing units every night. In addition, there is a counselor who acts as a "liaison" in each class. This counselor is a communication link between the students and the faculty member and assists the faculty member and students in a variety of ways during class.

The counselors have been chosen for their dedication to young people and the arts. They are skilled in many different areas, and many are OSAI alumni. The students are their primary responsibility during OSAI, and students should rely on counselors as a trusted resource. Counselors are there to help work out problems or answer questions; however, they cannot help with a problem they do not know about. Open communication is critical to making the Institute experience the best it can be.

FACULTY AND GUEST ARTISTS

OSAI faculty are professional, working artists in their field. Faculty are selected based on their skill and reputation as artists and their dedication to working with young people. The faculty are given as much freedom as possible in how they choose to teach their classes. All classes are conducted on an accelerated, collegiate level. Guest artists of national reputation also visit the Institute for shorter residencies to work with the students.

Faculty and guest artist bios are available on the OAI website and will also be included in a guide booklet provided at check-in.

PERFORMANCES AND PRESENTATIONS

In addition to student performances, all core faculty and guest artists will perform and give lectures and demonstrations throughout the Institute. These presentations give students the opportunity to learn about and participate in other art forms. They may take the form of a slide show, lecture, demonstration, or an audience participation event, usually with an opportunity for question and answer.

Students are required to attend every performance, lecture, and demonstration during the Institute. Students will receive a complete daily schedule of events, including performances, in a booklet provided at check-in.

At OSAI, all students are given the opportunity to perform for their peers, their families and friends, and the general public. The Institute Orchestra and Chorus will give two concerts during OSAI. All students will showcase their talents during the final ONSTAGE Weekend to standing-room-only audiences. These performances are free and open to the public. Digital downloads of the performances will be available for purchase after OSAI.

HEALTH

Glasses/Contacts

Students who wear prescription glasses or contact lenses should bring extra pairs if possible. Otherwise, they should bring a copy of their prescription in case they need to obtain a replacement during OSAI.

Health Precautions

While at Quartz Mountain, students may want to take precautions against mosquito or other insect bites and should report to the nurses if swelling or redness becomes severe. Southwest Oklahoma is very hot in June, and the sun can be intense. Students should drink plenty of water throughout the day and wear sunscreen and protective clothing when outdoors.

Medical Staff

Registered nurses will be in residence at Quartz Mountain 24 hours a day during OSAI. All medication, including over-the-counter (“OTC”) medicine, must be left with the OSAI nursing staff to administer as needed or prescribed. This is for the safety of all students at the Institute. Parents and/or students are encouraged to inform the nurses of any current or prior medical conditions to ensure each student receives the best possible care at Quartz Mountain.

The OSAI nurses will be available at student check-in. *Students should bring all medications, including OTC drugs, with them to give to the nurses at check-in.* This is also an opportunity to speak to the nurses about any medical needs, so please come prepared!

All counselors are certified in CPR and first aid prior to OSAI.

Health/Medical Forms

The following forms were mailed to parents and are also available at <https://oaiquartz.org/OSAI/student-information:>

- Student Health & Medical Permission Form
- Authorization to Disclose Health Information
- Medication Administration Log (For students who require medication, please complete this form to ensure the OSAI nursing staff is informed of the dosage and frequency.)

It is very important that OAI has accurate medical information about every student as well as permission from parents to treat and transport the student to the nearest medical facility in case of emergency. *No student will be admitted to OSAI without these forms on file.*

Immunizations

It is highly recommended that students arrive at Quartz Mountain fully vaccinated. Additionally, students at Quartz Mountain live in dormitory style housing conditions, which presents a risk factor for meningococcal disease. Many colleges require the meningococcal vaccine prior to living in residence halls like Quartz Mountain. Students who have already received the meningococcal vaccine typically would receive a second shot at age 16. Students who have never received the meningococcal shot should talk to their healthcare provider about getting it as soon as possible. A “Meningococcal Vaccines for Preteens and Teens” fact sheet is also available on our website.

For information regarding immunizations, please contact your healthcare provider, call Immunization Service at 405.271.4073, or visit <http://imm.health.ok.gov>.

SECURITY

The Oklahoma Arts Institute, in conjunction with the Quartz Mountain lodge and park staff, take every precaution to ensure the safety of each student attending the Summer Arts Institute. The Rangers of Quartz Mountain State Park are responsible for enforcing the law within the park and work closely with OAI to ensure safety during the Institute. Additionally, the Arts Institute hires its own Director of Security & Transportation and Night Security Personnel.

Once OSAI has commenced, the Lodge is closed to the public, and the road to the Lodge is closed. Visitors are only allowed during public performances and during ONSTAGE Weekend. A security checkpoint of volunteers work under the supervision of the Rangers to check that every car entering the area is authorized.

SEVERE WEATHER PROCEDURES

During orientation, counselors and staff receive training on evacuation procedures during severe weather and will ensure each student is aware of this protocol.

Designated Shelters

Lodge Guest Rooms: All occupants should proceed to the 1st floor hallway and congregate in the central areas around rooms 122 to 132 and rooms 134 to 149. Do not use the elevator. Do not congregate around glass doors. All fire doors and guest room doors should remain closed.

Main Lodge: Proceed to the banquet hallway. Enter the kitchen galley doors between the ballroom and the OSAI office. Or enter through the back doors of the ballroom.

Amphitheater and Pavilions: Proceed to the lodge guest rooms and gather in the central hallway of the 1st floor as outlined for Lodge Guest Rooms.

Performing Arts Center: During performances someone will be on hand to unlock the door to the underground mechanical room. Proceed to the stage and exit stage right. The mechanical room entrance is just outside the nearest exit. When there is no performance in progress, the mechanical room may not be unlocked. In that case, if time permits seek shelter in the Main Lodge. Otherwise, proceed to the PAC restrooms.

Cabin Duplexes: If time permits, seek shelter in the PAC mechanical room (only if the counselor in charge has a key) or the Main Lodge. Otherwise, seek shelter in the restroom.

Mountain View Dorms: Seek shelter in the restrooms.

Lakeview Cabins: If time permits, seek shelter in the concrete public restrooms in the nearby park area. Otherwise, Cabins 1 through 8 should seek shelter in the cabin bathrooms and Cabin 9 should seek shelter in the hallway closet adjacent to the master bedroom door (all doors to the rooms and bathroom should be closed).

POLICIES AND RULES

OAI Non-Discrimination Policy

Diversity is one of the strengths of our organization and its programs. OAI is committed to maintaining employment, recruitment, hiring, and educational settings that are culturally, racially, and ethnically non-discriminatory and all-inclusive. Respecting differences is one of OAI's core values.

OAI does not discriminate or permit discrimination against any person employed by, applying for, attending, or associated with OAI's programs, based on the person's race, color, age, religion, political beliefs, national origin, disability, familial status, sex, sexual orientation, gender identity, or gender expression.

OAI Anti-Harassment Policy

OAI strives to create and maintain an environment in which all are treated with decency, dignity, and respect. Harassment, whether verbal, written or physical, is a form of discrimination. Harassment includes all types of bullying, intimidation, direct insults, malicious gossip, and victimization. OAI's Anti-Harassment Policy will be strictly enforced and may lead to disciplinary action, including dismissal from a program or employment.

OSAI Rules

In addition to these general policies, certain procedures and rules governing behavior while at the Summer Arts Institute must be followed in order to ensure participants get the most out of their experience. All students and parents must sign a pledge of responsibility acknowledging that they are familiar with these rules.

The OAI administration reserves the right to dismiss any student who violates these rules at any time. Upon dismissal, parents are responsible for making arrangements to pick up their child. Please note that any disciplinary problems will also be taken into account during future selections for OSAI, and major violations of the rules may disqualify the student from future consideration.

Alcohol and Drugs:

Possession of alcohol or illegal drugs in any form is prohibited and is grounds for immediate dismissal. Prescription and over-the-counter drugs must be registered with the nurse at check-in. OAI administration reserves the right to inspect student, faculty, and staff rooms if there is cause to believe this rule has been violated.

Safety:

Fireworks and weapons are strictly prohibited at OSAI. Please also leave pocketknives at home.

Students are not permitted to drive vehicles during OSAI. Students are not permitted to get in a vehicle with anyone other than identified OSAI personnel and only in an authorized OAI vehicle.

Other than attendance at public performances in the Performing Arts Center, guests are not allowed on campus after check-in (except at designated hours on the middle Sunday and during ONSTAGE Weekend). Students may not invite any non-OSAI persons into housing areas at any time, nor are students allowed in cabins or housing areas outside of Institute jurisdiction.

Students are never permitted to go in the lake for any reason.

Students are not permitted to walk on the road after dark. No bikes or skateboards are allowed during OSAI.

Hiking on the mountain trails is permitted; however, OSAI staff supervision is not always available, and potentially dangerous wildlife (including rattlesnakes) is present along the trails. Students must hike in groups of three or more, and extreme caution should be taken to avoid injury.

Students may use the swimming pool only during posted hours and in the presence of approved OSAI staff.

Romantic or sexual relations with faculty, staff, or counselors, consensual or otherwise, are strictly prohibited and constitute grounds for immediate dismissal of both parties.

Shirts and shoes are required in all Quartz Mountain facilities, with the exception of the pool and cabins/housing areas. Additionally, it is strongly recommended that participants wear shoes at all times when outdoors due to the presence of scorpions and centipedes.

All illnesses and accidents must be reported immediately to the nurse. Students may not stay in their room during the day, even if sick, but must instead report to the infirmary.

Theft and Damage:

Destruction of property, including graffiti, is absolutely forbidden. Individuals will be held personally responsible and will be expected to pay financial compensation for any property damage they cause.

Participants are expected to show respect for the physical grounds where OSAI is held. Littering will not be tolerated.

Classroom and living spaces at Quartz Mountain can be crowded. As such, participants are expected to be respectful of the belongings of others. Searching through or tampering with someone else's property is strictly prohibited.

Smoking:

Pursuant to state law, the Quartz Mountain Arts & Conference Center is a smoke-free facility.

Attendance:

Students are required to arrive at OSAI on opening day, to remain on campus until after Closing Ceremonies, and to attend all evening electives, classes, and events. They are expected to be on time to classes and events and to arrive prepared. Students may not leave the grounds once OSAI has begun except under special circumstances that have been agreed upon in writing with the President or the Director of Programs prior to opening day or in an emergency with the permission of the President or the Director of Programs. If a student chooses to leave early for a non-emergency circumstance, they will not be allowed to return to OSAI in the future.

Respect:

Students are expected to respect their fellow students, OSAI staff and faculty members, Park and Lodge personnel, and the visiting public. Students are expected to be honest in all dealings with OSAI staff, faculty, and other students. Disruptive or obstructionist behavior will not be tolerated.

Participants are expected to behave with courtesy toward all performers and audience members. It is an artist's responsibility to be a good audience member, as well as performer. Food and drink are never allowed in the performance areas. Use of electronic devices (e.g. cell phones, MP3 players, smart watches) is strictly prohibited in classes and performances. Any electronic device that interrupts class or performance time will be confiscated for the duration of OSAI and returned after check-out.

Students must abide by the dress code at all times (see Clothing and Dress Code section). If the OAI administration determines that an outfit is offensive, disruptive, distracting, or otherwise inappropriate, the student will be asked to change.

Students should immediately report any type of bullying, discrimination, or harassment to their counselor or an OAI staff member. Such behavior will not be tolerated, even if that is not the intent of the person engaging in such behavior.

STUDENT DISCIPLINE PROCEDURE

Prior to attendance, students are expected to review the rules set forth in the handbook and sign the Student/Parent Responsibility Pledge, agreeing to abide by these rules.

During the Institute, students found to be in violation of the rules will be informed of the particular infraction and potential consequences. The OAI administration will consider available

information, including the student's own explanation of circumstances, before making disciplinary decisions. The student's counselor, liaison, faculty member, and/or parent/guardian(s) will be involved in the process as appropriate.

Because violation of the rules of conduct affect the entire community, the OAI administration will take into consideration the wellbeing of the OSAI community as a whole in determining the appropriate action to be taken. OAI reserves the right to dismiss any student at any time for a serious infraction of the rules. Students dismissed for disciplinary infractions generally will not be considered for future admission to the Summer Arts Institute.

HELPFUL INFORMATION FOR YOUR QUARTZ MOUNTAIN STAY

Meals

All meals will be served buffet style in the lodge dining room. A vegetarian entrée, as well as a salad bar, fresh fruits, and gluten-free options are available at each meal. Special diets will be accommodated, but the Institute must be apprised in advance. Although a microwave is available in the restaurant for student use, please be aware that students generally do not have access to other cooking appliances or refrigerators. Due to the size of the dining room, students will be divided into three groups and eat at assigned meal times. Students will be issued an ID bracelet that must be worn at all times in order to be admitted to the dining room.

Oklahoma Arts Institute Store

The OAI Store, located in the lodge, is open daily during the Institute. The store stocks a variety of snack foods and water. The OAI store also sells a variety of OSAI-related items, including reusable water bottles, t-shirts, and faculty books. Personal checks, cash, Visa, and MasterCard are all acceptable forms of payment.

Vehicles

Prior to OSAI, students are asked to notify OAI as to whether they intend to drive their own car to Quartz Mountain. In order to assign each student a parking space, we must have this information BEFORE check-in. Immediately after check-in at Quartz Mountain, students who drove themselves will have an opportunity to deliver their belongings to their room, then park their vehicles in an assigned area. Students must then give their keys to the Director of Security & Transportation for safekeeping. Students may not drive their vehicles while the Institute is in session. Keys will be returned when students check out after closing ceremonies on the final Sunday of the Institute.

Getting Around on the Mountain

It is a very long walk from the cabins to the lodge. A shuttle bus service will run on a regular, posted schedule for students staying in the cabins. Students are expected to be aware of the bus schedule and be on time for classes and performances. No special bus runs will be made for students who miss the bus. Students may not walk on the road after dark. In the interest of safety, students are not allowed to bring bicycles, scooters, or skateboards to Quartz Mountain.

Mail, Phone, Email, and Internet Access

Letters and packages mailed to students can be picked up outside the Institute's main office daily. Phone messages for students will be given to them through their counselor, and students will not be pulled from class to receive messages except in emergencies. Students may call

home at any time during breaks in the class schedule. There are no outside phone lines in student rooms and cell reception may be intermittent depending upon the carrier.

Use of electronic devices (e.g. cell phones, MP3 players, smart watches) is strictly prohibited in classes and performances. Any electronic device that interrupts class or performance time will be confiscated for the duration of OSAI and returned after check-out.

Internet access is generally not available for students during the Institute, and students are not allowed to have personal computers (including tablet computers) or to watch TV while at Quartz Mountain. Dedicated e-readers, such as the Kindle, Nook, Kobo, etc, are allowed, but we strongly discourage bringing electronics of any kind. The Institute cannot be responsible for damaged, lost, or stolen valuables.

Please note: Creative writing students will be allowed to bring their own laptop computers, but student computers must remain in the creative writing classroom for the duration of OSAI and will be secured when class is not in session.

Laundry

Students may want to bring laundry detergent to wash a few clothes in their bathroom sink. Large loads may be sent to a commercial laundry in Altus *at the student's expense* only on Sunday, June 16. The student's clothing and laundry bag must be clearly marked. Laundry will be returned for pick-up at the Institute office on Tuesday, June 18, and payment is due at that time. Cash, checks, Visa, and MasterCard are all accepted. The laundromat charges by weight, and a typical load costs between \$10 and \$20. *The Institute is not responsible for lost or damaged items.*

Clothing and Dress Code

Dress Code:

Student attire must be respectful of others and appropriate for the educational environment of OSAI. Clothing items must not be excessively revealing (e.g. undergarments and midriffs must be covered). If the OAI administration determines that an outfit is offensive, disruptive, distracting, or otherwise inappropriate, the student will be asked to change.

Clothing Recommendations:

Students should bring enough clothing for at least 7-14 days, and may want to include the following: bathrobe, swimsuit, raincoat, and a sweater or light jacket. Many students choose to bring dressier clothing for performances and special events. Students should have their name sewn or marked in all items of clothing and accessories. Keep in mind that, although it will be hot outside, all Quartz Mountain facilities are well air-conditioned, so students should be prepared to layer. Students wishing to send out laundry on the second Sunday of OSAI should bring an indelibly marked laundry bag.

Discipline-specific clothing needs as determined by the faculty members will be included on the classroom supply lists. Students will be notified by email when supply lists are available.

Shoes:

Comfortable shoes are recommended for daily classes and walking around campus.

Students should also pack extra socks, in case of rain. Students must bring at least one pair of closed-toe shoes. If students choose to hike at Quartz Mountain, closed-toe shoes are required, but hiking boots are best.

Spirit Days:

Wednesday, June 12: Silly Sock Day

Show off your zaniest pair of socks... and sandals, if you're bold!

Wednesday, June 19: Wildlife Appreciation Day

It's time to break out the wolf t-shirts and other favorite ferocious fashions.

T-Shirt Printing Elective:

On Thursday evening, June 20, there will be a t-shirt printing elective. Original designs and printing assistance will be provided. Students are encouraged to bring a plain, solid-colored item of clothing or other fabric to print on. The OAI Store will also have some plain materials available for purchase.

Other Items to Bring

1. A copy of this **Student Handbook** – *Please bring to orientation and to your first cabin meeting on Saturday, June 8!*
2. Please bring a **flashlight** with working batteries.
3. Students are **required to bring ten sheets of personal stationery or note cards, with envelopes, and seven First Class or "Forever" stamps** for writing thank-you letters to donors.
4. Students are advised to **leave valuable items at home**. Any valuables that must be brought should be kept in a suitcase or footlocker that locks. *OAI is not responsible for lost or stolen items.*
5. A variety of snacks and drinks are available for purchase at the Institute Store and at the front desk, but you may want to bring **additional snacks**. It's also a good idea to bring a **reusable bottle for water**.
6. Male students should bring a **footlocker or a plastic tub**. This precaution will help to keep insects and other creatures out of personal belongings. We also suggest that all toiletry items be kept in a small plastic carrier or Ziploc bags. Students must bring their own hangers for the closets.
7. On Sunday, June 16, the OSAI Variety Show will be held in the PAC. Students are encouraged to bring **special costumes, props, or instruments** they may need if they choose to perform. All variety show acts must include cross-discipline collaboration and be approved through the OAI office.
8. **Spending money** may be needed to purchase supplementary drinks and snacks, items from the Institute store (such as t-shirts and books), and to pay for laundry service and other miscellaneous items. The Institute Store accepts cash, checks, Visa, and MasterCard. The Arts Institute will not cash personal checks. Angel Fund recipients will receive a t-shirt and a small stipend for the Institute Store in order to purchase snacks.
9. The following items are **also suggested**: alarm clock, backpack, camera, cards & games, hat, raincoat or umbrella, sunglasses, sunscreen, and an extra towel for the pool. (Bath towels, bed linens, and pillows are provided.) Bug repellent spray (such as OFF!) may also be helpful, but please note that *students are not permitted to use such sprays indoors. Additionally, students may not bring pesticide sprays (such as Raid) to Quartz Mountain.*

10. Each faculty member will compile a list of **classroom supplies** you will need to bring for your discipline. Students will be notified by email when supply lists are available.

Optional Activities

In addition to classes, performances, lectures, and demonstrations, many optional activities are offered during OSAI. Students will receive a complete daily schedule, but activities may include: board games, a dance, discipline-specific electives, fitness classes, group runs, karaoke, outdoor activities, sunrise hikes, and more!

IMPORTANT DATES AND SCHEDULES

Student Arrival and Check-In

Saturday, June 8

1:00-2:00 p.m.	Check-In for New Students / PAC
1:30-2:45 p.m.	Tours for New Students / Lodge Lobby
2:00-3:00 p.m.	Check-In for Returning Students / PAC
3:30-4:30 p.m.	Orientation / PAC (<i>parents are encouraged to attend</i>)
4:45 p.m.	Campus Closes to All Visitors
4:45 p.m.	Students Meet in Assigned Housing Areas
5:15-6:30 p.m.	Dinner / Ballroom
7:00 p.m.	Meet the Faculty / PAC
8:00-9:00 p.m.	First Class Session
9:45 p.m.	Cabin Meetings
11:00 p.m.	Lights out

New Student Tours

First-time students should arrive sometime between 1 p.m. and 2 p.m. ***While every student MUST check in, tours are optional.*** Students are recommended to check in first, then attend a tour. Check-in will take place in the Performing Arts Center (PAC), and new student tours will begin in the lobby of the Quartz Mountain Lodge at 1:30, 1:45, 2:00, 2:15, 2:30, and 2:45. If a new student misses the last tour at 2:45 p.m., staff and volunteers will be available to identify important locations as necessary.

Student Check-In

To expedite the check-in process, new students and returning students are assigned separate check-in times. Please park cars at the Quartz Mountain Lodge and ***leave luggage in the car until after check-in.*** Allow 5-10 extra minutes to walk across the footbridge to the Robert M. Kerr Performing Arts Center (PAC) where check-in and orientation will be held.

Please bring all medications to check-in to leave with the nurses, who will store and dispense medications as needed.

Orchestra students with large instruments (cello, double bass, and tuba) may unload their instruments directly behind the PAC and then drive to the lodge parking area. All other instruments may be unloaded and checked in at the Lodge Lobby prior to orientation to keep them out of the heat, so please allow time beforehand to complete that task. Cars with accessible parking authorization may park at the PAC in designated spaces for check-in and orientation. After orientation, these cars should be moved to the spaces for accessible parking designated in the Lodge parking lot.

VIP Day

Saturday, June 15

Donors, legislators, and other distinguished guests will visit Quartz Mountain to tour classes and attend evening performances. These activities are part of the Institute's donor cultivation efforts and are by invitation only. Other visitors may attend the public performances in the PAC that evening, but due to space constraints, may not tour classes, attend dinner, or otherwise visit campus on VIP Day. Parents and other guests will have an opportunity to tour classes and visit campus the following weekend. Students will be asked to dine with VIP guests on Saturday evening so they can express their appreciation for the program assistance and scholarships donors provide.

First Week Chorus and Orchestra Concerts

Saturday, June 15, 7:00-8:30 p.m. / PAC

Chorus and orchestra students will give their first performances the first Saturday evening in a combined concert. The security gate will open to the public at 6:00 p.m.

Celebration of the Spirit

Sunday, June 16, 10:00-11:00 a.m. / Amphitheater

Celebration of the Spirit is a program and time for quiet reflection held in memory of special friends of the Arts Institute, featuring performances by faculty, counselors, and students.

Student Check-Out on Middle Sunday

Sunday, June 16 / Ballroom Foyer

On Sunday at 11:30 a.m., students may be checked out by any person listed on the Authorized Check-Out Form (which should be returned with the other materials in the parent packet). For security purposes, *all persons checking out students will be required to show a valid photo ID.* Students who have left campus must check back at the OAI office no later than 5:15 p.m. Activities and elective workshops will be available for students staying on campus.

Instrumental Music Performances

Tuesday, June 18 and Wednesday, June 19, 7:00 p.m. / PAC

Ensembles comprised of orchestra students perform in the Robert M. Kerr Performing Arts Center.

ONSTAGE Weekend (Final Student Performances)

At the end of the second week, family and friends are invited to "ONSTAGE Weekend," a showcase of student performances and presentations. These events are open to the public and free of charge.

Friday, June 21

6:30-7:30 p.m.

ONSTAGE Performance: Dance / PAC

7:30-8:00 p.m.

Reception / PAC Deck

8:00-9:00 p.m.

ONSTAGE Performance: The Institute Chorus / PAC

Saturday, June 22

10:00 a.m.

ONSTAGE Gallery Opening (Drawing & Painting and Photography) / Amphitheater

1:30-2:30 p.m.

ONSTAGE Performance: Acting / PAC

2:30-3:00 p.m.

Reception / PAC Deck

3:00-4:30 p.m.	ONSTAGE Performance: Creative Writing and Film & Video / PAC
4:30-5:30 p.m.	Classes Open to Parents and Visitors
8:00-9:00 p.m.	ONSTAGE Performance: The Institute Orchestra / PAC

Sunday, June 23

10:00 a.m.	Closing Ceremonies / PAC
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Departure and Check-Out

Closing ceremonies are an important time of closure and farewell for students who have spent an intensive two weeks together. Orchestra and chorus students will be involved in a short performance at closing ceremonies. No student will be dismissed before closing ceremonies.

Students will check out with their housing counselor in their housing area immediately following closing ceremonies on Sunday, June 23. It is necessary that all students go through the check-out procedure to document the release of the Institute's responsibility for each student and the time of departure, as well as to wrap up the final details, such as key returns, certificates of achievement, and retrieving lost & found items.

Students not driving themselves must have an authorized person present to check the student out no later than 11:00 a.m.

OTHER HELPFUL INFORMATION FOR PARENTS

The following information summarizes some of the points most important to parents. However, please read the entire handbook with your child—there is a lot of important information you will need to know in order to make your child's experience successful!

Check-In

Only one parent should accompany your child through check-in at the Robert M. Kerr Performing Arts Center (PAC) to avoid overcrowding. Other family members may remain on the PAC deck or in the seats of the PAC. Please plan to check in **ONLY** during your child's assigned time (see Student Arrival and Check-In section for schedule). In order to protect instruments from the heat, large instruments may be secured in lockers located in the backstage area of the PAC. Small instruments may be checked in at the Lodge Lobby. Bring all medications with you to check-in to give to the nurses. Please leave all other luggage in your car during check-in. There will be time after check-in for settling in. *Also, parents should plan to attend orientation with your child, as much of the information will be useful to parents as well as students.* The campus will close to all visitors following the orientation.

Attending Performances

In order to find parking and secure a seat in the PAC, we encourage you to arrive early for the performances and events. The security gate will open to visitors one hour before public performances. Please be advised, some performances and events will have larger crowds than others.

Dining With Your Student at Quartz Mountain

Parents and friends may visit and dine with students in the Sundance Café only at designated times during OSAI: Lunch on Saturday, June 8 (check-in) from 11:00 a.m. to 2:00 p.m., lunch on Sunday, June 16 (student afternoon off) from 11:30 a.m. to 1:30 p.m., dinner on Friday,

June 21 from 4:30 p.m. to 6:00 p.m., lunch on Saturday, June 22 from 11:00 a.m. to 1:00 p.m., or dinner on Saturday, June 22 (ONSTAGE Weekend) from 5:30 p.m. to 7:00 p.m. If you want to dine with your child on any of these dates, meal tickets for the buffet are \$16 and will be sold at the front desk of the lodge.

Parent Accommodations

Families and friends who wish to stay overnight during ONSTAGE Weekend, June 21-23, should note that there are no rooms available at the Quartz Mountain Arts & Conference Center. There are 270 students whose families and friends will be visiting that weekend and need accommodations, so we recommend that you make nearby reservations well in advance. Information about overnight accommodations in the Quartz Mountain area is available on our website at <https://oaiquartz.org/quartz-mountain/directions>

Visitation and Student Attendance Policies

We strive to maintain a retreat atmosphere for the uninterrupted study of the arts during OSAI. Absences or distractions from educational activities compromise our ability to ensure student safety and security, significantly undermines your child's study, and detracts from the experience for all students in the classroom. We ask that you understand and comply with our visitation policies, as follows:

- No visitors are allowed on campus, except at public performances and during ONSTAGE Weekend.
- *Other than attendance at the chorus & orchestra concerts on Saturday evening, June 15, family & friends are not allowed on campus during VIP Day due to space limitations.* All VIP Day events are by invitation only for our donors and public partners. However, parents are welcome to visit classes on Saturday afternoon, June 22, 4:30-5:30 p.m.
- No student may leave Quartz Mountain during the program, except in the case of an Institute field trip, an emergency, or during authorized check-out on Sunday, June 16 from 11:30 a.m. to 5:15 p.m. Absences for special circumstances are permissible only with pre-arranged, written permission of the Institute administration. Absences for any other reason will not be permitted. To allow your child to leave on Sunday June 16, you must sign and return the Authorized Checkout Form in advance, indicating who is allowed to check out your child. Without this form on file, your child will not be allowed to leave. Please understand that this rule is in place for the safety of your child.
- Students are encouraged to call home between breaks in their classes and after performances in the evenings before 10:00 p.m. Please be aware that cell phone service can be spotty. Letters and packages are always appreciated. A mailing address is provided in this handbook.

These policies will be further discussed at our Parent & Student Orientation, Saturday, June 8 at 3:30 p.m. Please feel free to call our administrative offices at any time with any questions you may have: 405.605.7500. *(During OSAI, the Oklahoma City office phone is forwarded to Quartz Mountain.)*

Homesickness

If you can remember your first time away from home, you will not be surprised if you receive a phone call from your child on the first day of class. Many students initially discover that the curriculum is harder than they anticipated. Most students attending the Institute are used to being one of the most artistically talented students in their school, and now they find themselves in a classroom full of exceptional students. In addition, they are in a strange place, surrounded by lots of exuberant artists. They may feel alienated or insecure at first. Though it may not seem like it to a teenager, two weeks is a very short time in their lives. It is important for students to realize that they are at the Institute not to compete or to be judged, but to learn. Students should also recognize that they have made a commitment to their class at the Summer Arts Institute, as well as to the donors who have provided their scholarship, and it is important to see OSAI through to completion. Across the board, we have found that, after the first few days, students adapt to the schedule and demands of the program and have a wonderful experience. They will make many friends and contacts at the Institute, and they will find it difficult to leave at the end of the two weeks.

As a parent, you can help by listening sympathetically and encouraging your students to remain in class. There are many resources for frustrated students at OSAI. Encourage them to talk through their problems with their counselor or liaison. Additionally, the Institute's nurses have many years experience dealing with homesickness and the physical symptoms it can produce. Most importantly, you and your student must remember that the Institute administration cannot remedy a situation if we do not know it exists. Communication is key to a positive and productive experience at OSAI. Please feel free to call our office if you have any concerns or if you feel we need to check on your child.

Social Media

Friends and family can enjoy Quartz Mountain from home during OSAI by liking and following along on social media! Keep up with the excitement happening in the classroom and community by following @oaiquartz on Facebook, Twitter, and Instagram. We will also post updates, photos, and videos on our YouTube channel regularly. Use the hashtag #qmrocks on your Quartz Mountain posts!

HELPFUL HINTS FROM OSAI ALUMNI

Give family and friends your address before you come. You will want mail and care packages. Bring spending money for snacks and t-shirts. Bring a book, cards, journal, or something else to do during odd hours of the day. Be prepared to live in close quarters with other students and counselors. Be involved! Go on hikes and take advantage of optional activities. Be prepared to work hard and be ON TIME for everything. Be open-minded and try new things. Bring your sense of humor. Be serious about your art form. Work hard and stretch your boundaries and limitations. Don't be afraid of the fast pace and hard work. The instructors know you will make mistakes. Try to get as much sleep as you can.

DRIVING DIRECTIONS

PLEASE NOTE: *Some GPS devices do not have map data that leads to the Lodge.* Please make note of the following directions:

From the West:

Follow I-40 east to Exit 20 at Sayre, OK. Follow Hwy 283 South approximately 45 miles, through Mangum, to the Junction of 283 & 44. Turn left on 44 and drive for approximately 2 miles. At the Quartz Mountain Resort sign, turn left onto Highway 44A and follow the signs back to the Resort. Inside the park, follow the signs to the Lodge.

From the East/Oklahoma City Area:

(Please note—If traveling from the Norman area, you will save 30 minutes by taking the Hwy 9 West/H.E. Bailey Spur to Exit 83 at Chickasha and heading west on Highway 9 to Hobart, then continuing with these directions from Hobart.)

Follow I-40 west to Exit #66; take Hwy 183 south toward Cordell/Hobart (35 miles). Turn right onto Hwy 9 west (not Business 9) to Lone Wolf (9 miles). At Lone Wolf, turn left onto Hwy 44 south (8 miles). Turn right onto junction 44a (1 mile). Inside the park, follow the signs to the Lodge.

From the South:

Take Highway 287 to Wichita Falls and on to Vernon, Texas. Exit onto Highway 283 in Vernon going north through Altus, OK, continuing north to the Junction of 283 and 44. Turn right to continue north on 44 for approximately 2 miles to the Quartz Mountain Resort entrance. Turn left onto Highway 44A and follow the signs back to the Resort. Inside the park, follow the signs to the Lodge.

From the North:

Take I-35 south to Oklahoma City. Take I-40 west from Oklahoma City to Exit #66 and head South on Hwy 183 toward Cordell/Hobart (35 miles). Turn right onto Hwy 9 west (not Business 9) to Lone Wolf (9 miles). At Lone Wolf, turn left onto Hwy 44 south (8 miles). Turn right onto junction 44a (1 mile). Inside the park, follow the signs to the Lodge.

CONTACT INFORMATION AT QUARTZ MOUNTAIN

OAI Office at Quartz Mountain (8:00 a.m. to 6:00 p.m. daily): 405.605.7500

(The Oklahoma City office phone is forwarded to Quartz Mountain during OSAI.)

Quartz Mountain Front Desk (after-hour emergencies): 580.563.2424

Mail should be addressed to:

Student name
Oklahoma Arts Institute
c/o Quartz Mountain Arts & Conference Center
22469 Lodge Road
Lone Wolf, OK 73655

OKLAHOMA ARTS INSTITUTE STAFF

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