



2021 Student & Family Handbook

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

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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.

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, chorus, creative writing, dance, drawing & painting, film & video, orchestra, and photography. 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.

UNIVERSITY OF SCIENCE & ARTS OF OKLAHOMA

This year's Institute will be held at the University of Science & Arts of Oklahoma ("Science & Arts") in Chickasha, about 95 miles east of the Oklahoma Arts Institute's permanent home at Quartz Mountain. This move was made in order to ensure that OAI would have adequate facilities should pandemic conditions require social distancing precautions. Additionally, the Quartz Mountain facility is undergoing a complete renovation of the facilities.

The Institute remains deeply connected to Quartz Mountain and its surrounding communities in Altus, Lone Wolf, Mangum and beyond. But in the meantime, there are plenty of reasons for students, faculty and Institute stakeholders to be excited about this year's move.

When it became clear that a temporary relocation was needed, the decision to partner with Science & Arts came naturally. As the state's only public liberal arts college, the university is the perfect match for the Institute's rigorous, hands-on approach to arts education. Their commitment to sparking curiosity through interdisciplinary learning dovetails with the Institute's own mission to provide world-class, multidisciplinary arts experiences that have changed the lives of young people in Oklahoma for nearly half a century.

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 personalized instruction 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.*

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

| | |
|----------------------|---|
| 7:00-8:45 a.m. | Breakfast |
| 9:00 a.m.-12:00 p.m. | Morning Classes (Times vary by discipline.) |
| 12:00 p.m.-1:30 p.m. | Lunch |
| 1:30-4:30 p.m. | Afternoon Classes (Times vary by discipline.) |
| 5:00-7:00 p.m. | Dinner |
| 7:30-9:00 p.m. | Evening Performances/Presentations |
| 10:00-10:30 p.m. | Cabin/Room Meetings |
| 11:00 p.m. | Lights Out |

HOUSING

Housing facilities at the University of Science & Arts of Oklahoma are comprised of residence halls, as well as some apartments. Housing assignments are typically based on age and gender and designed to encourage interaction between students of different disciplines. The Arts Institute does not take requests for roommates. Once assignments have been made, more information will be provided to students about what they can expect in their housing unit.

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 has been developed to ensure a supportive environment where all students, regardless of gender expression or gender identity, can feel safe.

To inquire about gender-inclusive housing or for any other questions related to housing, please contact Emily Claudé at eclaudé@oaiquartz.org or 405.605.7500, ext. 0.

COUNSELORS AND STAFF

In addition to nine 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. 30 adult counselors live near 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, a counselor coordinator, night security personnel, a technical theatre crew, and nursing staff.

Each student at OSAI works closely with two counselors during the program. Each student has a counselor assigned to their housing area who is responsible for making sure students are checked in to their housing units every night. In addition, there is a counselor who acts as a "liaison" in each class. The liaison 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 most are OSAI alumni themselves. 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 may also visit the Institute for shorter residencies.

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

PERFORMANCES AND PRESENTATIONS

In addition to student performances, all lead 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. A complete daily schedule of events, including performances, will be provided to students via the Sched app, an online scheduling platform.

At OSAI, all students will showcase their talents during the final ONSTAGE Weekend. Each student will be allotted a specified quantity of tickets to their discipline's performance/presentation, and those tickets will be available for their guests at Will Call (ticket quantities are listed on the performance schedule). Will Call opens one hour before the performance and will be located in the tent on the lawn outside of Te Ata Memorial Auditorium. If additional space is available in the auditorium, additional guests will be seated on a first-come, first-served basis. When the auditorium reaches capacity, guests will also be seated in a nearby overflow room with a live feed of the event. There is no cost to attend any OSAI performance or presentation.

GENERAL HEALTH INFORMATION

Glasses/Contacts

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

Health Precautions

While at OSAI, students may want to take precautions against mosquito or other insect bites and should report to the infirmary if swelling or redness becomes severe. Oklahoma is very hot in July, 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

Medical staff will be in residence 24-hours a day during OSAI. All medication, including over-the-counter (“OTC”) medicine, must be left with the OSAI medical staff to administer as needed or prescribed. Parents/guardians and/or students are encouraged to inform the medical staff of any current or prior medical conditions to ensure each student receives the best possible care during OSAI.

The OSAI medical staff will be available at student check-in on Saturday, July 10. All medications, including OTC drugs, should be brought to check-in to give to the medical staff. Parents/guardians and students will have an opportunity to talk privately with our medical staff during check-in, so please come prepared!

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

Health/Medical Forms

A Medical Permission Form & Authorization to Disclose Health Information was mailed to parents/guardians and is also available at <https://oaiquartz.org/OSAI/student-information>. This form must be on file before OSAI. Parents/guardians can email the completed form to oai@oaiquartz.org or bring it to check-in on Saturday, July 10. It is very important that OAI has accurate medical information about every student as well as permission from parents/guardians 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 OSAI fully vaccinated. For information regarding immunizations, please contact your healthcare provider, call Immunization Service at 405.271.4073, or visit <https://oklahoma.gov/health/prevention-and-preparedness/immunizations.html>.

COVID-19 AND CONTAGIOUS ILLNESS POLICY

Due to the current outbreak of the COVID-19 virus, as well as the recent rise in other contagious illnesses, it’s especially important that all OSAI participants take precautions to prevent the spread of contagious disease while at OSAI.

COVID-19 and its variants are highly contagious and are spread mainly from person-to-person contact. The CDC recently relaxed social distancing and masking guidelines for vaccinated individuals, and a new Oklahoma law limits the ability of schools, colleges, and universities to require COVID-19 vaccinations or impose mask mandates for vaccinated or unvaccinated individuals. As Oklahoma’s Official School of the Arts, OAI is a program of the State Department of Education, and this year’s program will take place on a state University campus. Therefore, OAI will not require masking during the 2021 Oklahoma Summer Arts Institute.

The COVID-19 virus spreads between people who are in close contact with one another and through respiratory droplets produced when an infected person coughs or sneezes. It may also be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. To avoid the spread of COVID-19 and other contagious illnesses, all participants should follow standard precautions while at OSAI:

- OAI highly encourages and supports masking for unvaccinated individuals, as well as for any members of the OSAI community who feel more comfortable wearing a mask.
- Masks will be strongly encouraged for any guest attending student performances.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with people who are sick.
- Keep your hands clean by washing frequently with soap and water. Use an alcohol-based cleaner when soap and water are not available.
- Cover your mouth and nose with the crook of your elbow or a tissue when you sneeze and immediately dispose of used tissues in a trash receptacle.
- If you become sick while at OSAI, please notify the OAI medical staff immediately. Participants who have a fever or exhibit other signs or symptoms of contagious illness will not be allowed to participate in OSAI classes or events.

Prior to or upon arrival at OSAI, students will be required to provide *one* of the following:

- **A copy of a CDC COVID-19 Vaccination Record Card; OR**
- **Evidence of prior COVID-19 infection (e.g. previous positive COVID-19 test result from laboratory or other documentation from physician’s office); OR**
- **A laboratory record showing a negative COVID-19 test result received within 72 hours of arrival (no earlier than July 7, 2021).**

This documentation may be submitted in advance at

<https://oaiquartz.wufoo.com/forms/zaz32ok1uv9ryy/>. If a student is unable to present one of these forms of documentation, OAI will administer a COVID-19 test in a private location upon arrival.

Based on information provided by students, faculty and staff in advance of OSAI, the vast majority of the OSAI population will be immunized against COVID-19 prior to arrival at OSAI.

SECURITY

The Oklahoma Arts Institute, in conjunction with Science & Arts security personnel, take every precaution to ensure the safety of each student attending OSAI. The Oklahoma Arts Institute hires its own Director of Security & Transportation and off-duty law enforcement provide additional security at night. In addition, students are required to check in with their counselors multiple times throughout the day.

EMERGENCY PREPAREDNESS PROCEDURES

During orientation, counselors and staff will receive training on emergency preparedness procedures and will ensure each student is aware of these protocols.

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 OSAI must be followed in order to ensure participants get the most out of their experience. All students and parents/guardians must sign a pledge of responsibility acknowledging that they are familiar with and will comply with these rules.

The OAI administration reserves the right to dismiss any student who violates these rules at any time. Upon dismissal, parents/guardians 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 medical staff 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 certain performances, guests are not allowed on campus after check-in. 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.

No bikes or skateboards are allowed during OSAI.

Students may not use the swimming pool.

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 Science & Art facilities, with the exception of the housing areas. Additionally, it is strongly recommended that participants wear shoes at all times when outdoors.

All illnesses and accidents must be reported immediately to the medical staff. 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.

Participants are expected to be respectful of the belongings of others. Searching through or tampering with someone else's property is strictly prohibited.

Smoking:

The Science & Arts campus 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 campus 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, Science & Arts personnel, and visitors. 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 performance areas. Use of electronic devices (e.g. cell phones, MP3 players, smart watches, gaming devices) 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 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 & Family Responsibility Pledge, agreeing to abide by these rules.

During OSAI, 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 OSAI.

HELPFUL INFORMATION FOR YOUR STAY

Meals

All meals will be served buffet style in the Science & Arts cafeteria. Vegetarian and gluten-free options, as well as a salad bar and fresh fruits are available at each meal. Special diets will be accommodated, but the Institute must be apprised in advance. 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 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 merchandise. Personal checks, cash, Visa, and MasterCard are all acceptable forms of payment.

Vehicles

Prior to OSAI, students are asked to notify OAI whether they intend to drive their own car to Science & Arts. In order to assign each student a parking space, this information must be provided BEFORE check-in. Immediately after check-in at Science & Arts, 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 for the duration of OSAI. Students may not drive their vehicles during the Institute. Keys will be returned when students check out after Closing Ceremonies on the final Sunday of the Institute.

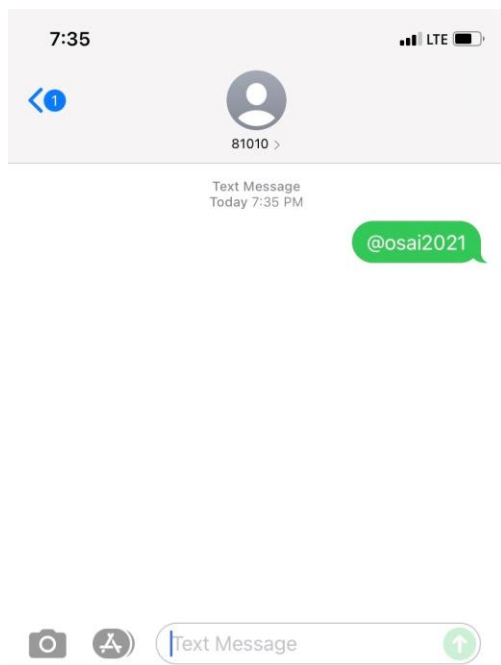
Communications

A complete daily schedule of events, including performances, will be provided to students via the Sched app, an online scheduling platform.

Letters and packages can be mailed to students at the address provided at the end of this Handbook. Phone messages for students will be given to them through their counselor, and students will not be removed from class to receive messages, except in emergencies. Students may make phone calls any time during breaks in the class schedule

During OSAI, important updates and information will be provided through the Remind app. To join the parent group, parents/guardians can text @osai2021p to the number 81010 or visit <https://www.remind.com/join/osai2021p>. Please note that this service will not be used for regular updates, only urgent information that is relevant to parents/guardians. To stay apprised of day-to-day OSAI happenings, parents/guardians should follow @oaiquartz on Facebook, Twitter, or Instagram.

To join the student group, students can text @osai2021 to the number 81010 or visit <https://www.remind.com/join/osai2021>.



Electronic Devices

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 are not allowed to have personal computers (including tablet computers) during OSAI. Dedicated e-readers, such as the Kindle, Nook, Kobo, etc. are allowed, but bringing electronics of any kind is strongly discouraged. The Institute cannot be responsible for damaged, lost, or stolen valuables.

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

Clothing and Dress Code

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.

Laundry:

Washers and dryers are available free of charge in student housing. Students may want to bring their own laundry detergent, but please note that powder detergent is NOT allowed in campus washing machines. Laundry detergent will also be available for purchase through the OAI Store.

Dress Code:

Freedom of expression is a cornerstone of the OSAI educational experience. While OSAI values every student's right to express themselves in the way they dress, students are expected to honor the educational environment of OSAI by wearing attire that is respectful of others and not excessively revealing. Clothing must cover the trunk of the body and upper thighs. If the OAI administration determines that an outfit is 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, raincoat, and a sweater or light jacket. Many students choose to bring dressier clothing for performances and special events. Students may want to have their name sewn or marked in all items of clothing and accessories. Keep in mind that, although it will be hot outside, all Science & Arts facilities are well air-conditioned, so students should be prepared to wear layers.

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

Spirit Days:

Wednesday, July 14: Silly Sock Day

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

Wednesday, July 21: Wildlife Appreciation Day

It's time to break out the wolf shirts and other favorite ferocious fashions.

T-Shirt Printing Elective:

On Thursday evening, July 22, 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, July 10!*
2. **COVID-19 Documentation:** Prior to or upon arrival at Science & Arts, students will be required to provide *ONE* of the following:

- a. Copy of their CDC COVID-19 Vaccination Record Card *OR*
- b. Evidence of prior COVID-19 infection (e.g. previous positive COVID-19 test result from laboratory or other documentation from physician's office) *OR*
- c. A laboratory record showing a negative COVID-19 test result received within 72 hours of arrival (no earlier than July 7, 2021).

This documentation may be submitted in advance at

<https://oaiquartz.wufoo.com/forms/zaz32ok1uv9ryy/>. If a student is unable to present one of these forms of documentation, OAI will administer a COVID-19 test in a private location upon arrival.

3. **Bath towels, hand towels, and wash cloths** are not provided by Science & Arts, and students must bring their own.
4. **Bedding (sheets, pillows, and a comforter and/or blanket)** is not provided by Science & Arts, and students must bring their own. Housing assignments were emailed to students & parents/guardians.
 - a. If you are housed in Shackleford Apartments, your mattress size is Full/Double.
 - b. If you are housed in Sparks Hall or Robertson Hall, your mattress size is Twin XL. Please note that Twin XL is longer than a typical twin mattress, and students who do not already own such sheets may want to bring a Full/Double or Queen flat sheet and tuck it under the mattress in lieu of a fitted sheet.
5. Students should bring at least one **face mask**. If CDC recommendations change during OSAI, masking may be required. Additionally, OAI strongly recommends masking for unvaccinated individuals and supports any other individuals who wish to wear masks during OSAI.
6. Students must bring their own **hangers** for the closets.
7. **Liquid laundry detergent or laundry pods** may be needed for students who do not plan to bring enough clothes for the duration and must wash their own laundry. Laundry detergent will also be available for purchase in the OAI Store.
8. A clothes **iron** may be necessary for students to press their concert/performance attire.
9. Toiletry items are recommended to be kept in a **small plastic carrier or Ziploc bags**.
10. 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 notes to donors.
11. A variety of snacks and drinks are available for purchase at the Institute Store and at the Science & Arts C-Store, but you may want to bring **additional snacks**. It's also a good idea to bring a **reusable bottle for water**.
12. The OSAI Variety Show will take place on Sunday, July 18. 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.
13. **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 other miscellaneous items. The OAI 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 OAI Store in order to purchase snacks.
14. The following items are **also suggested**: alarm clock, backpack, cards & games, hat, raincoat/umbrella, sunglasses, and sunscreen. 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 Science & Arts.*

15. 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.

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.*

IMPORTANT DATES AND SCHEDULES

Student Arrival and Check-In

Saturday, July 10

12:45-3:15 p.m.

Reception hosted by Science & Arts /
Student Center Cafeteria

1:00-2:30 p.m.

Students should check in by last name during the following times:

- Students whose last name starts with **A-F** should **arrive between 1:00 p.m. and 1:30 p.m.**
- Students whose last name starts with **G-N** should **arrive between 1:30 p.m. and 2:00 p.m.**
- Students whose last name starts with **O-Z** should **arrive between 2:00 p.m. and 2:30 p.m.**

3:30-4:30 p.m.

Orientation / Te Ata Memorial Auditorium
(No more than one parent/guardian encouraged to attend.)

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 / Student Center Cafeteria

7:00 p.m.

Meet the Faculty / Te Ata Memorial Auditorium

8:00-9:00 p.m.

First class session

Student Check-In

To expedite the check-in process, students are assigned check-in times by last name (see above). All vehicles must use the main Science & Arts campus entrance located at 17th Street & Grand Boulevard in Chickasha – this is where the check-in process begins.

Upon arrival, students will be directed by car to the first check-in point at Science & Arts where they will be required to show ONE of the following:

- Copy of their CDC COVID-19 Vaccination Record Card *OR*
- Evidence of prior COVID-19 infection (e.g. previous positive COVID-19 test result from laboratory or other documentation from physician's office) *OR*
- A laboratory record showing a negative COVID-19 test result received within 72 hours of arrival (no earlier than July 7, 2021).

This documentation may be submitted in advance at

<https://oaiquartz.wufoo.com/forms/zaz32ok1uv9ryy/>. If a student is unable to present one of the above forms of documentation, a rapid COVID-19 test will be administered. In this instance, a negative test result must be received before a student can continue with the check-in process.

Please leave luggage in the car until after check-in. Please bring all medications to check-in to leave with the medical staff, who will store and dispense medications as needed.

Orchestra students may drop off their instruments in a secure, temperature-controlled location on the lower level of the student center prior to check-in to keep them out of the heat. Please allow time beforehand to complete that task.

VIP Day

Saturday, July 17

Donors, legislators, and other distinguished guests will visit OSAI to witness the program and attend evening performances. These activities are part of the Institute's donor cultivation efforts and are by invitation only. Each performer will be able to invite a limited number of guests to attend the evening concerts, but due to space constraints, these guests may not visit classes, attend dinner, or otherwise visit campus on VIP Day. Some 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.

Student Performances

All student performances are free and open to the public, but seating is limited. Please see the Performances and Presentations section of this Handbook for more information. The performance schedule will be mailed to parents/guardians ahead of the Institute and also posted at <https://oaiquartz.org/osai/student-information>.

Departure and Check-Out

Closing ceremonies are an important time of closure and farewell for students who have spent an intensive two weeks together. 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, July 25. 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 out the student no later than 11:00 a.m.

OTHER HELPFUL INFORMATION FOR PARENTS/GUARDIANS

The following information summarizes some of the points most important to parents/guardians. 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

Please plan to arrive at the University of Science & Arts of Oklahoma in Chickasha during your child's assigned time (see Student Arrival and Check-In section for schedule). All vehicles must use the main campus entrance located at 17th Street & Grand Blvd – this is where the check-in process begins. The first point of check-in will happen from your car, and you will be directed to a designated location to show your child's proof of vaccination/immunity/recent negative test result (see Student Arrival and Check-In section for more information). You will then be directed to park your car, and *only one parent/guardian should accompany your child through the rest of the check-in process to avoid overcrowding*. Other family members may wait in the cafeteria on the main level of the Student Center, where a reception will be hosted by Science & Arts.

In order to protect instruments from the heat, orchestra students may drop them off in a secure, temperature-controlled room on the lower level of the Student Center before going upstairs to the ballroom for check-in. **Bring all medications with you to check-in to give to the medical staff.** Please leave all other luggage in your car during check-in. There will be time after check-in for settling into your housing space.

No more than one parent/guardian is encouraged to attend orientation with your child. The campus will close to all visitors immediately following orientation.

Attending Performances

Each student will be allotted a specified quantity of tickets to their discipline's performance/presentation, and those tickets will be available at Will Call (ticket quantities are listed on the performance schedule). Will Call will open one hour before the performance and will be located in the tent on the lawn outside of Te Ata Memorial Auditorium. If additional space is available in the auditorium, additional guests may be seated on a first-come, first-served basis. When the auditorium reaches capacity, guests will be seated in a nearby overflow room with a live feed of the event. Performances will also be streamed on-demand after OSAI.

Parent/Guardian Accommodations

Families and friends who wish to stay overnight during ONSTAGE Weekend, July 23-25, should note that there is no visitor lodging available at Science & Arts. You are encouraged to make nearby reservations in advance.

Visitation and Student Attendance Policies

Maintaining a safe atmosphere for the uninterrupted study of the arts is a priority during OSAI. Absences or distractions from educational activities compromise the Institute's ability to ensure student safety and security, significantly undermines your child's study, and detracts from the experience for all students in the classroom. Thank you for understanding and complying with OSAI visitation policies, as follows:

- No visitors are allowed on campus, except during designated student performances.
- *Other than attendance at the chorus & orchestra concerts on Saturday evening, June 17, family & friends are not allowed on campus during VIP Day due to space limitations.* All VIP Day events are by invitation only for donors and public partners.
- No student may leave Science & Arts during the program, except on an Institute-sponsored field trip or in the case of an emergency. 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. Please do not take your student off campus for any reason during the Institute without informing the OAI administration. Students who leave without permission may be sent home for the duration of the Institute.
- Students are encouraged to call home between breaks in their classes and after performances in the evenings before 10:00 p.m. Letters and packages are always appreciated. A mailing address is provided in this Handbook.

These policies will be further discussed at Parent & Student Orientation, Saturday, July 10 at 3:30 p.m. Please feel free to call the OAI administrative offices at any time with any questions you may have: 405.605.7500. (During OSAI, the Oklahoma City office phone is forwarded to Science & Arts.)

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 new place, surrounded by lots of exuberant artists. They may feel insecure or lonely 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, it is most common for students to adapt to the schedule and demands of the program after the first few days 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 of 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 they do not know it exists. Communication is key to a positive and productive experience at OSAI. Please feel free to call the OSAI office if you have any concerns or if you feel we need to check on your child.

Keep in Touch

During OSAI, the Remind app will be used for urgent information that is relevant to parents/guardians. To join the parent group, parents/guardians can text @osai2021p to the number 81010 or visit <https://www.remind.com/join/osai2021p>.

Want to keep up with the excitement of OSAI from home? Follow us on social media! Don't miss the excitement happening in the classroom and community by following @oaiquartz on Facebook, Twitter, Instagram and YouTube.

HELPFUL HINTS FROM OSAI ALUMNI

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 involved! 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.

CONTACT INFORMATION AT SCIENCE & ARTS

OAI Office at Science & Arts (8:00 a.m. to 6:00 p.m. daily): 405.605.7500

(The Oklahoma City office phone is forwarded to Science & Arts during OSAI.)

The 24/7 security phone at Science & Arts (for after-hour emergencies): 405.222.8066

While students will be housed on the Science & Arts campus, mail will be collected off campus and should be addressed to:

Oklahoma Arts Institute
c/o Fairfield Inn
attn [Student Name]
2812 S. 4th Street
Chickasha, OK 73018

OKLAHOMA ARTS INSTITUTE STAFF

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