



**OKLAHOMA SUMMER
ARTS INSTITUTE**
QUARTZ MOUNTAIN



2022 Student & Family 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 2022 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. We look forward to sharing this unique experience with you!



Robert Ward
President & CEO



Emily Claudé
Vice President & Director of Programs

P.S. PARENTS/GUARDIANS—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 State Park & Lodge in Lone Wolf, Oklahoma.

The Oklahoma Summer Arts Institute (OSAI) is the Oklahoma Arts Institute's flagship program. OSAI is an intensive academy for 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.

QUARTZ MOUNTAIN STATE PARK & LODGE

Quartz Mountain State Park in Lone Wolf, Oklahoma, overlooks the pristine waters of Lake Altus-Lugert. A sacred and inspiring site, Quartz Mountain was formerly ceremonial grounds for Kiowa, Comanche, Wichita, Apache and Caddo tribes. Today, Quartz Mountain is home to a State Park & Lodge 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 Quartz Mountain State Park & Lodge is the region's artistic epicenter. Nature lovers enjoy hiking and biking trails, bird watching, and a unique Oklahoma ecosystem. The Quartz Mountain State Park & Lodge is truly an Oklahoma treasure.

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

COUNSELORS & 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. 27 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, a counselor coordinator, a technical theatre crew, and nursing staff.

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. Counselors have a variety of backgrounds, 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 & 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 & 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 three concerts during OSAI. And students from all disciplines will showcase their accomplishments during the final ONSTAGE Weekend to standing-room-only audiences. These performances are free and open to the public. Archival digital downloads of the performances will be available after OSAI.

HEALTH

Health/Medical Forms

A Medical Permission Form & Authorization to Disclose Health Information was emailed to each student's primary parent/guardian. This form is also available at <https://oaiquartz.org/OSAI/student-information>. It is very important that OAI has accurate medical information about every student as well as permission from parents/guardians to treat and transport students to the nearest medical facility in case of emergency. *No student will be admitted to OSAI without this form on file.*

Medical Staff

Nursing faculty from the University of Oklahoma College of Nursing 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 medical staff to administer as needed or prescribed to ensure the safety of all students at OSAI. Parents/guardians 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 medical staff will be available at student check-in on Saturday, June 11. *Students should bring all medications, including OTC drugs, with them to give to the nurses at check-in. All medications must be in their original, properly labeled container.* This is also an opportunity to speak to the medical staff about any health-related concerns, so please come prepared!

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

Health Precautions

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.

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.

Contagious Illness Policy

COVID-19 and its variants ("COVID-19") are highly contagious and are spread mainly from person to person. COVID-19 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 students should follow standard precautions during OSAI:

- Students should avoid touching their eyes, nose, or mouth.
- Students should avoid close contact with people who are sick.
- Students should keep their hands clean by washing frequently with soap and water. When soap and water are not available, use an alcohol-based hand sanitizer.

- Students should cover their mouth and nose with a tissue or the crook of their elbow when they sneeze and immediately dispose of used tissues in a trash receptacle.
- If a student becomes sick while at Quartz Mountain, OSAI medical staff must be notified immediately. Students who have a fever or exhibit other signs or symptoms of contagious illness will not be allowed to participate in OSAI classes or events.

Immunizations

It is highly recommended that students arrive at Quartz Mountain fully vaccinated. Students at Quartz Mountain live in close quarters, which presents a particular risk for coronavirus disease and meningococcal disease. Fact sheets are available on our website:

<https://oaiquartz.org/OSAI/Student-Information>

Students who are not yet fully vaccinated against COVID-19 or meningococcal disease should talk to their healthcare provider about getting immunized as soon as possible. For more information regarding immunizations, call Immunization Service at 405.426.8580, or visit <https://oklahoma.gov/health/prevention-and-preparedness/immunizations.html>.

Based on information provided by students, faculty, and staff in advance of OSAI, roughly 80% of the OSAI population will be immunized against COVID-19 prior to arrival at OSAI.

COVID-19 Protocol

OAI recognizes that COVID-19 still presents a significant concern. OAI will continue to track and refine its contagious illness policy in accordance with federal, state, and industry guidelines in order to mitigate the impact of COVID-19 on the OSAI community. OAI has implemented the following preventative measures to help reduce the spread of COVID-19:

- The COVID-19 vaccine is very effective for preventing the spread of COVID-19, and students are strongly encouraged to receive this vaccine prior to OSAI.
- For students who have already received the primary series vaccination, COVID-19 vaccine boosters are strongly encouraged prior to OSAI. Boosters offer added protection or restore protection that may have diminished over time. For more information about COVID-19 vaccine boosters, visit <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>
- Prior to arrival at Quartz Mountain, students are expected to take preventative measures to reduce the risk of transmission. Students are expected to monitor their temperature and symptoms of COVID-19 (e.g. cough, shortness of breath), communicate with OAI staff regarding any possible exposures, and get tested if any exposures are known or symptoms develop. Rapid tests will also be available at Quartz Mountain.
- If a student tests positive for COVID-19, they will be unable to participate in OSAI classes or events.
- A student who is exposed to COVID-19 will be monitored and may be required to wear a mask until they have received a negative PCR test result.
- OAI reserves the right to remove and/or dismiss any student for COVID-19 reasons and to take all reasonable steps to maintain and protect their health and wellbeing, as well as that of the entire OSAI community.

SECURITY & EMERGENCY PREPAREDNESS PROCEDURES

The Oklahoma Arts Institute, in conjunction with the Quartz Mountain State Park & Lodge staff, take every precaution to ensure the safety of each student attending the Summer Arts Institute. The Oklahoma State Park Rangers will provide security on site 24 hours a day during OSAI, in addition to enforcing the law within the park and working closely with OAI to ensure safety during OSAI.

Visitors are only welcomed during public performances and during ONSTAGE Weekend. A security checkpoint will be monitored by park rangers to ensure every car entering the area is authorized.

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

POLICIES & 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 the aforementioned 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.

A Responsibility Pledge & Consent Form was emailed to each student's primary parent/guardian. This form is also available at <https://oaiquartz.org/OSAI/student-information>. It is very important that all students and parents/guardians acknowledge they understand these rules. *No student will be admitted to OSAI without this form on file.*

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 considered during future selections for OSAI, and major violations of the rules may disqualify the student from future consideration.

Alcohol & 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 public performances and designated hours on the middle Sunday, 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 OSAI jurisdiction.

Students are not permitted to go in the lake for any reason.

Students are not permitted to walk on the road after dark. No bikes, skateboards, scooters, or other similar transportation 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.

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 medical staff. Students may not stay in their room during the day, even if sick, but must report to the Health Center.

Theft & 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:

Pursuant to state law, the Quartz Mountain State Park & Lodge 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 to respect their fellow students, OSAI staff and faculty members, Park & Lodge personnel, and the visiting public. Students are 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, 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 & 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 QUARTZ MOUNTAIN STAY

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 hotel rooms that sleep 4 students. Male counselors and male students are housed in cabins, bunkhouses, and duplexes that sleep 6-15.

Given the limited accommodations at Quartz Mountain, some students will have to share a queen- or king-size bed with another student. While sharing a sleeping space can be awkward at first, most students quickly adapt to their temporary living arrangements, and the initial discomfort subsides. In the meantime, here are some creative solutions former students have devised to make sharing a bed a little more comfortable:

- Bring headphones/earplugs in case of a loud sleeper.
- Bring an extra pillow or pool noodle to create a clear division of space.
- Bring an extra blanket or sleeping bag so you don't have to share covers.

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 was developed to ensure a supportive environment where all students, regardless of gender expression or gender identity, are respected, safe, and welcome.

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.

Meals

Quartz Mountain is contracting with a new catering service, and OSAI menus are still being developed. Therefore, specific food items are not yet confirmed, and students with limited diets are encouraged to bring snacks to supplement. All meals will be served buffet style, and gluten-free and vegan options should be available at each meal. Special diets may be accommodated, but OAI must be apprised in advance. 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 is open daily during OSAI. The store stocks a variety of snack foods and water. The OAI Store also sells a variety of OSAI-related items, including t-shirts and reusable water bottles. Personal checks, cash, Visa, and MasterCard are all acceptable forms of payment.

The Quartz Mountain Lodge store will also be open during OSAI and items can be purchased at the front desk.

Vehicles & Buses

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 OSAI is in session. Keys will be returned when students check out after closing ceremonies on the final Sunday of the OSAI.

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.

Communications

A complete daily schedule of events, including performances, will be provided to students when they arrive at Quartz Mountain.

Phone messages for students will be given to them through their counselor, but 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.

Electronic Devices

Use of electronic devices (e.g. cell phones, 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) 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. OAI 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 & Dress Code

Shoes:

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

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.

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 19th. The student's clothing and laundry bag must be clearly marked. Laundry will be returned for pick-up at the OSAI office on Tuesday, June 21st, 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. OAI is not responsible for lost or damaged items.

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 and will be included on the classroom supply lists. Students will be notified by email when supply lists are available.

T-Shirt Printing Elective:

There will be a t-shirt printing elective during OSAI. 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 11!*
2. Please bring a **flashlight** with working batteries.
3. Students must bring their own **hangers** for the closets.
4. A clothes **iron** may be necessary for students to press their concert/performance attire.

5. Toiletry items are recommended to be kept in a **small plastic carrier or a large Ziploc bag**.
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.
7. 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 (see Thank-You Notes section).
8. 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.*
9. A variety of snacks and drinks are available for purchase at the OSAI 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**.
10. 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.
11. On Monday, June 20, 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.
12. **Spending money** may be needed to purchase supplementary drinks and snacks, items from the OSAI Store (such as t-shirts and books), and to pay for laundry service and other miscellaneous items. The OSAI Store accepts cash, checks, Visa, and MasterCard. Angel Fund recipients will receive a t-shirt and a small stipend for the OSAI Store in order to purchase snacks.
13. The following items are **also suggested**: backpack, 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.*
14. 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 upon arrival at Quartz Mountain, but activities may include: board games, a dance, discipline-specific electives, fitness classes, group runs, karaoke, outdoor activities, sunrise hikes, and more!

THANK-YOU NOTES

Each student is asked to write seven thank-you letters to OAI’s supporters during a scheduled “Thank-You Note Session” while they’re at Quartz Mountain. The seven recipients will be strategically chosen based on various factors, such as geographic location or artistic interest.

Thank-You Note Materials

Students must bring the following items to OSAI:

- **Stamps:** At least seven First Class or “Forever” stamps. Please note that some stationery will require additional postage if it does not use a standard-sized envelope.
- **Stationery or notecards:** At least ten individual sheets or cards. (No lined notebook paper, please!)
- **Envelopes:** At least ten envelopes, preferably ones that match the note cards / stationery.
- **Template letter:** To ensure students are prepared to complete their thank-you notes in the allotted time at Quartz Mountain, it is highly recommended that they draft a template letter at home, ahead of time. (See Thank-You Note Template Guidelines below.)
- **(Optional) Return address labels:** Each student will write their own home address on the envelopes, and return address labels are often helpful.

Thank-You Note Template Guidelines

A general thank-you letter template will help students complete their letters in the allotted time, with additional anecdotes about their OSAI experience once they are there. The following must be included in every letter:

- Student’s first and last name
- Student’s hometown
- Student’s artistic discipline
- Student’s background (e.g. age or grade in school, the length of time they’ve been studying their artistic discipline, other details about their artistic endeavors)
- “Oklahoma Summer Arts Institute” mentioned by writing the full name at least once before using the “OSAI” acronym. (Since OAI’s supporters are not expecting to receive these letters, a point of reference is necessary.)

Students are urged to choose their words carefully and make every effort to use correct grammar and spelling. Most importantly, students should be respectful and gracious; without the support of these individuals, there would be no Oklahoma Summer Arts Institute!

IMPORTANT DATES & SCHEDULES

Student Arrival & Check-In

Saturday, June 11

1:00-2:30 p.m. Check-In (*In order to expedite the check-in process, students should arrive at assigned check-in times based on distance from Quartz Mountain.*):

- Students who live **less than 155 miles** from Quartz Mountain (including Norman and Oklahoma City) should **arrive between 1:00 p.m. and 1:30 p.m.**
- Students who live **155-250 miles** from Quartz Mountain (including Edmond and Jenks) should **arrive between 1:30 p.m. and 2:00 p.m.**
- Students who live **more than 250 miles** from Quartz Mountain (including Tulsa) should **arrive between 2:00 p.m. and 2:30 p.m.**

3:30-4:30 p.m. Orientation / PAC (*Parents/guardians are encouraged to attend.*)

4:45 p.m. Campus Closes to Visitors

4:45 p.m.	Students Meet in Assigned Housing Areas
5:15-6:30 p.m.	Dinner
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

Medications

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

Instruments

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. Musicians with small instruments should bring their instruments with them to check-in to keep them out of the heat.

Parking

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. 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 18

Donors, legislators, and other distinguished guests will visit Quartz Mountain to tour classes and attend evening performances. These activities are part of OAI's donor cultivation efforts and are by invitation only. Other visitors may attend the public performances in the PAC that evening, but may not tour classes, attend dinner, or otherwise visit campus on VIP Day due to space constraints. Parents/guardians 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 & Orchestra Concerts

Saturday, June 18, 7:00-8:30 p.m. / PAC at Quartz Mountain

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

Sunday, June 19, 7:00-8:30 p.m. / Scissortail Park in OKC

Chorus and orchestra students will give a repeat performance of their first week repertoire during a public, outdoor performance at [Oklahoma City's Scissortail Park](#). Families and friends are encouraged to attend this performance. OAI will provide transportation for students to and from this performance.

Family Visitation on Middle Sunday

Sunday, June 19, 10:00-11:00 a.m. / Amphitheater at Quartz Mountain

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

Sunday, June 19, 9:00 a.m. - 5:30 p.m. / Quartz Mountain

Family and friends may visit their student during the middle Sunday of OSAI. Students are **NOT** allowed to leave campus; however, campus will be open to the public from 9:00 a.m. to 5:30 p.m. (*Please remember that guests may NOT enter housing areas during OSAI.*) Activities and elective workshops will be available throughout the day.

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 24

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 25

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/Guardians and Visitors
8:00-9:00 p.m. ONSTAGE Performance: The Institute Orchestra / PAC

Sunday, June 26

10:00 a.m. Closing Ceremonies / PAC

Departure & 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 short performances at closing ceremonies. Students will not be dismissed before closing ceremonies.

Students will check out with their housing counselor in their housing area immediately following closing ceremonies on Sunday, June 26. It is necessary that all students go through the check-out procedure to document the release of OAI'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

Only one parent/guardian 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. 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 should be brought to 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 unpacking. *Also, parents/guardians should plan to attend orientation with your child, as much of the information will be useful to you.* 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. Campus 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

Family and friends may visit and dine at Quartz Mountain *at their own expense and only at designated times during OSAI*: Lunch on Saturday, June 11 (check-in) from 11:00 a.m. to 1:00 p.m., lunch on Sunday, June 19 (student afternoon off) from 11:30 a.m. to 1:30 p.m., dinner on Friday, June 24 from 4:30 p.m. to 6:00 p.m., lunch on Saturday, June 25 from 11:00 a.m. to 1:00 p.m., or dinner on Saturday, June 25 (ONSTAGE Weekend) from 5:30 p.m. to 7:00 p.m.

Family Accommodations

Families and friends who wish to stay overnight during ONSTAGE Weekend, June 24-26, should note that there are no rooms available at the Quartz Mountain Lodge. There are 255 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/content/directions-quartz-mountain-area-hotels>

Visitation & 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 18, 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 25, 4:30-5:30 p.m.

- No student may leave Quartz Mountain during the program, except in the case of an emergency or OSAI field trip. Absences for special circumstances are allowed only with pre-arranged, written permission of the OAI Administration. Absences for any other reason will not be permitted.
- 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 at the end of this handbook.

These policies will be further discussed at Orientation on Saturday, June 11 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 more demanding than they anticipated. Most students attending OSAI 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 an unfamiliar place, surrounded by lots of enthusiastic artists. They may feel insecure or withdrawn 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 OSAI 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. OSAI is an extremely welcoming environment and students typically make lifelong friends, making it difficult to leave at the end of the two weeks.

As a parent/guardian, 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 concerns with their counselor or liaison. Additionally, the OSAI nurses have many years of experience dealing with homesickness and the symptoms it can produce. Most importantly, you and your student must remember that the OAI Administration cannot remedy a situation if we do not know it exists. Communication is key to a positive and productive experience at OSAI. Please do not hesitate to call our office if you have any concerns or if you feel we need to check on your child.

Social Media

Want to keep up with the excitement of OSAI from home? Don't miss the latest happenings in the classroom and community by following @oaiquartz on Facebook, Instagram, TikTok, and Twitter.

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 Lodge sign, turn left onto Highway 44A and follow the signs back to the Lodge. 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 Lodge entrance. Turn left onto Highway 44A and follow the signs back to the Lodge. 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 (8:30 a.m. to 6:30 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): 580.563.9174

Mail should be addressed to:

[Student Name]
Oklahoma Summer Arts Institute
c/o Quartz Mountain Lodge
22469 Lodge Road
Lone Wolf, OK 73655

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