**Student Policy & Information  
The Clay Studio of Missoula**

**Welcome to The Clay Studio of Missoula! This information should be reviewed in your first class meeting with your instructor. For returning students, we advise reviewing the information, as slight changes may occur to our policies as our programming grows.**

**These policies are in place to ensure you understand the best working practices while enjoying your class here. After you review the policies, we ask that you review and sign the Adult Class Waiver and return it to your instructor during your first class meeting.**

**General Class Rules**

Students are expected to follow all General Studio Rules and the Clay Studio of Missoula Code of Conduct. Our policies regarding student access are summarized in this Student Policy & Information document. A complete copy of the Clay Studio of Missoula Studio Handbook is available upon request via email, and there is a printed copy in the classroom glaze area.

Students participating in a class can expect to primarily receive group instruction, with one on one instruction occurring as time permits. Resident artists and instructors are happy to answer questions and provide helpful information, but we ask that students please respect their time as working artists outside of class.

Students must be aged 18 or over to be enrolled in a class and have full open studio access. Students ages 16 and up may enroll in certain adult classes, only with pre-approval from the office prior to enrollment and an additional waiver and agreement needs to be signed by a parent or guardian.

**Work Storage**

Work in progress can be stored on your designated class shelves. Tools and clay should be stored in the assigned class cubby. Please do not store finished work and miscellaneous personal items on class shelves as space is limited. Individuals that have a continuous need for additional space should consider becoming a studio artist renter. Any unattended materials or work left out on work tables and wheels is subject to being thrown out.

Students are provided with ONE cubby space per class. Class cubbies for storing materials must be clearly marked with the student’s name. These are non-secure storage bins. The Clay Studio of Missoula cannot be held responsible for any lost or stolen items. Students are expected to clean out their class cubby and remove their nametag on the final day of class. Any items left behind in class cubbies may be dispensed of after the final class date. Cleanup notices and important dates will be posted by the final week of each class session.

**Community Tools**

The Clay Studio of Missoula has a collection of *community* tools, which means tools used by students need to be returned to their appropriate storage space after use. Students are not permitted to store community tools in their cubby space as this limits the number of tools available to students in other classes.

**Open Studio Hours**

Students are welcome and encouraged to practice in the studio outside of their allotted class time as long as they are considerate of the hours during which other classes, programs and events are being held. A classroom calendar will be emailed to students during the first week of classes and is posted in various locations in the classroom.

Each class has an assigned code that will be used by the students to open the classroom door during the class session. Your instructor will issue your code on the first day of class. We ask that you do not share your door code with anyone who is not enrolled in your class. This code may be used to access the classroom for available open studio times outside of business and class meeting hours. Student class codes are active between 6am-midnight, so please do be aware your code will not permit you to re-enter the building during those hours.

Please be aware that open studio hours will be canceled for full days when gallery openings, workshops, and/or other special events are being held. We do our best to notify students ahead of time about any changes to the posted calendar and additional special events. You may quietly utilize open studio privileges during another class if there is space AND if permission is granted by the onsite instructor at that time.

Students working in the studio outside of their class meeting time are only permitted to work in the classroom workspace. They should not enter the private studio artist workspaces and can only use the community Studio Artist rental area for clay sink access, kitchen/bathroom use and necessary cleaning supplies if they happen to be missing from the classroom (mops, towels, etc). Wheels and table area in the community/Studio Artist space are for use only by monthly renters.

**Children & Visitors**

Please do not bring unexpected guests during class time, as a courtesy to other students and the instructor. This rule applies to all visitors including children and pets. This also applies to open studio times outside of office hours. Guest are invited to come by during open hours to tour the facility and to learn more about programming.

Parents interested in working with their supervised children in the classroom outside of class time can do so at a monthly cost of $25 per child through the duration of the class session. Please contact the office for details, approval and payment.

**Follow Best Safety Procedures, Studio Rules & Policies**

1. Always follow the instructions of your teacher.

2. Students will not load, unload or operate any kiln unless they have received proper training and have been approved by a Clay Studio of Missoula staff member or instructor to operate kilns.

3. Keep long hair tied back while working with studio equipment.

4. For your safety, avoid wearing open‐toed or open-heeled footwear while working in the studio.

5. Do not use any equipment you have not be trained without an instructor supervision and consent.

6. You are responsible for leaving the studio in a clean condition. Clean all tools and return them to where you found them. Wipe down all workspaces and equipment you use, and clean up any clay or debris from the floor using a mop or sponge.

7. Please be considerate of others student’s work. Don’t touch or move any clay project that does not belong to you. If you need to move a piece that is not yours, please ask a staff member or instructor for assistance.

8. Smoking is not allowed anywhere within The Clay Studio of Missoula. Please refrain smoking within 15 feet of any entrance, garage door or window.

9. If you are accessing the classroom during open studio time outside of office hours (M-F 10am-5pm) or outside class meeting hours, please be sure the classroom door is locked.

**Firing Fees**

It is extremely difficult to determine the amount and scale of work each student will produce in a class. Because of this, most classes do not include firing fees in the tuition. Some classes, such as raku, wood fire and soda firing, include most firing fees since the class will work with the instructor in loading and firing kilns in a pre-determined number of firings during the class. It will always be stated if a firing fee is included in the tuition.

If your instructor chooses to coordinate instructor led group firings with the class, and no firing fees are included with your tuition, please consult with your instructor on determining those fees based on full kiln rental charges. This situation commonly happens with classes producing larger works, or intermediate/advanced pottery classes.

For students processing work though our general studio firings, you must utilize our “per piece” firing rate system. This applies to all beginning classes, classes not utilizing coordinated instructor led firings, and all students and members not approved to fire their own kilns.

For per piece firings, you are responsible for measuring and recording your payment fee on your firing sheet when placing work on the glaze fire shelves. Rates are determined by the type of glaze firing utilized, and include the bisque firing and shop produced glazes and slips in the cost. A ticket must be placed on or under your item on the correct glaze shelf to signal to staff that you have recorded the item on your firing payment sheet. All new students will be oriented by their instructor about the firing process and the correct firing shelves when they are ready to start firing work.

Always consult with your instructor or staff if you are unclear on the correct firing shelf and rate.

**PER PIECE FIRING FEE RATES**

Per piece firing rates include bisque firing, one glaze firing, and shop glaze/slip use

If you choose to only bisque, you must pay the low fire electric rate for the piece

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| **Firing Type** | **Cost per CU/IN (L x W x H)** |
| Low Fire Electric (cone 04) | $ 0.022 |
| Mid Range Electric (cone 6) | $ 0.028 |
| High Fire Gas (cone 10) | $ 0.028 |

**All firing fees must be paid in full before or on the last day of class.**

**Class Conclusion**

If you cannot be present for your final class meeting, you *must* contact The Clay Studio of Missoula office or your instructor to receive information on supply and work pick up deadlines, as those are announced during the final week. The Clay Studio of Missoula cannot be held responsible for projects and belongings not claimed by session cleanup date deadlines. Always feel free to contact your instructor or the office if you cannot attend to your items and we will work with you to make reasonable alternative arrangements.

At the conclusion of a class students will have about 2-3 weeks to complete the glazing and firing of their work. Students are **not** permitted to begin new wet work during the final week of class. Any students seeking to producing new work must be enrolled in a class for the next session, intersession, or become a renting member.

Fired works left on the “finished work” or “bisqued work” shelves for more than six weeks past their firing are subject to disposal by The Clay Studio of Missoula staff.

**Code of Conduct**

The Clay Studio of Missoula

**Core Values**

Inclusivity, egalitarianism, compassion, creativity, safety, and accessibility

**Mission**

The Clay Studio of Missoula is a nonprofit community center for the ceramic arts. Our organization’s goal is to provide the general public with affordable access to high-quality ceramic art instruction.

**Code of Conduct**

The following Code of Conduct is designed to preserve our mission and core values to create an environment in which all people, whether they are members, students, or visitors, feel safe, welcomed and valued.

* Treat all people with equality and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, ability, age, gender identity, or sexual orientation
* Act with fairness, honesty, kindness, and understanding in interactions with and around other members, students and guests in order to nurture a safe working environment
* Promote and protect the Clay Studio of Missoula’s *zero tolerance policy* regarding physical, verbal, emotional, and sexual abuse or harassment
* Understand that an unsafe environment can be caused by inappropriate behaviors that are physical, emotional and/or verbal.

Failure to abide by this Code of Conduct may be grounds for termination of membership, rental, and/or class registration. We also reserve the right to refuse access if past examples of misconduct at the Clay Studio of Missoula cause concern to current membership.

This code has been put in place to ensure the safety and comfort of all members, students and guests, as well as to ensure our mission and core values are understood and practiced by all.

Updated August 2017