

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.

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.

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 been 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.

COVID-19 Studio Provisions

- DO NOT come to class if you feel sick with any COVID related symptoms and/or have a fever
- Please wear a mask at all times while inside The Clay Studio of Missoula.
- Please wash your hands for 20 seconds with soap and water upon arrival at The Clay Studio of Missoula, and continue a regimen of frequent handwashing for the duration of your class.
- Try to maintain a 6-foot distance or more from others.
- Please remain in the classroom area. If you need to make a payment via deposit box, please utilize the new classroom deposit box located to the left of the clay locker.
- Only ONE person is allowed at a time in the glazing area. Please be patient, or request to use a glaze bucket in another area of the classroom if it cannot wait.
- Only ONE person is allowed in the kiln room at one time. It is narrow and difficult to maintain proper distancing while in this space. Please wait your turn. This goes for kiln loading/unloading as well as work pick-up and drop-off.
- Please keep your space clean. When you are finished working, be sure to sanitize your work area. Cleaning materials are provided in the classroom for disinfection.

Firing Fees

Currently, all firing fees for work created in classes are included in the class fee (size limit- items must not measure more than 20" in any direction)

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. 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 one month to complete the glazing of their work it is unable to be glazed during the final class meeting. Please make an appointment with the office to set up and appointment for access. Students are **not** permitted to begin new wet work during the final day 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