

Adopted: 2-3-19

550 GALLERY EVENTS POLICY

I. PURPOSE

The purpose of this policy is to assist The Studio School Board of Directors, Administration, Faculty and Staff to create a safe and explorative space in individual and group, student and staff work showcases exhibitions, presentations, performances and screenings (gallery events). At The Studio School, on- and off-campus gallery events are considered a necessary part of the curriculum, and sharing work is an essential part of our creative inquiry process that supports student success in our project-driven curriculum.

II. STUDENT PARTICIPATION IN GALLERY EVENTS

Studio School gallery events and opening receptions/celebrations are meant to be joyful, social and inclusive events that students strongly desire to participate in. These statements serve as a guideline for student attendance in order to support event and student success:

- A. Student participation in all official, curriculum-connected gallery events is required unless otherwise advertised, and participation is factored into studio course grades.
- B. Student attendance at all opening receptions/celebrations at gallery events where their work is included is mandatory.
 - 1. These events will usually occur after school hours, and students may be required to stay after the event ends to clean up if they are part of the Clean-Up Committee. These duties and requirements vary for each event, and students' committee assignments rotate for each event.
 - 2. These events are scheduled well in advance, and are considered official, school-sponsored events which students' employers are required by law to accommodate in staff scheduling.
 - 3. Reasonable excuses for a student not attending an opening reception/celebration include documented severe illness or medical emergency, serious family emergency (eg. funeral), religious holidays or restrictions, pre-arranged requests from parent(s)/guardian(s) (due to unavoidable scheduled conflicts such as performances/sporting events), and required county/state court appointments.
 - 4. For all opening receptions/celebrations that occur on a school day, students must attend school for at least 4 hours in order to participate.
 - 5. Other attendance policies and consequences within reason from the Student & Family Handbook may be applied to gallery event opening reception/celebration attendance if a student is absent excessively.

- C. An artist statement is required to accompany all publicly exhibited work in order to explicate the presenter's process for the viewing audience. This is a very important part of presenting work publicly and is required if sharing any work in a school-sponsored gallery event. If no statement is provided the work may be excluded or removed from the gallery event, and a student's studio course grade may be affected.

III. GALLERY EVENT PROCEDURES

- A. The Gallery/School will provide white gallery paint, cleaning supplies, brushes, rollers, trays, mat and foam board, nails, picture wire for backs of pieces, tools to use, limited supply of pedestals and shelves, and cardstock, paper or stickers for labels. The Gallery has a limited number of pedestals and shelves for general use.
- B. The Gallery can display looping animations and video work on one large, shared display.
- C. Students and exhibitors will provide most of the materials for exhibition. Examples: mini walls and "L brackets" for separation if desired, specialty hardware, backgrounds/backdrops, any colored paint, specialty lights, specialty shelves, cloth/fabric.
 - 1. For the Annual Retrospective Installation Exhibition, Senior students are encouraged to bring their own shelves, tables, electronic equipment, etc.
- D. No spray painting with aerosol is allowed in the Gallery or school building.
 - 1. Spray painting can be conducted outdoors in designated areas with proper ground and structural protection with prior approval from and supervision of the faculty in charge of the exhibition, the Gallery Coordinator, the Dean of Students, and/or the Executive Director.
 - 2. Otherwise spray painting must be completed offsite, or in a properly vented spray booth if available.
- E. Only hardware, hanging mechanisms, adhesives and tapes that have been pre-approved by Studio School Faculty and Gallery Staff may be used to hang anything on walls in the School or suspend anything from ceilings for display in the School. Duct and packing tapes are never allowed to be used to hang anything on walls or suspend anything from ceilings for display in the School.
- F. To insure maximum safety, a Studio School faculty or staff member must help or closely supervise students and exhibitors in moving all moveable walls or display units. Students should not move walls or display units without adult supervision.
- G. Students and exhibitors are responsible for repairing and painting all Gallery or display walls after the gallery event closes:

1. Gallery walls are to be brought back to a white and pristine state after each event closes. Other walls in other public areas that are used to exhibit or present work are also to be brought back to their original state after each event closes.
2. If a student or exhibitor decides to paint or draw directly on the Gallery walls, they must first get approval from the faculty in charge of the exhibition or the Gallery Coordinator, and should be prepared to repair the wall and apply as many coats of paint as necessary to return the walls to white after the event closes.
 - a. As an alternative to painting or drawing directly on Gallery walls, students and exhibitors are encouraged to purchase and bring 4'x8' pre-cut 1/8" to 1/4" thick masonite board backers (available at Menards and Home Depot) into the Gallery to install on the flats for the duration of the event. Walls can also be covered with with canvas, paper, cardboard, fabric, removable wallpaper, shelf paper, etc. as long as pre-approved, non-permanent/removable adhesive or tacking mechanisms are used for installation.
3. If a student fails to return gallery spaces to their original condition after use, they may be required to perform extra clean-up duties after the next event, and/or participate in an after-school remedial tutorial about the procedures for wall repair/clean-up before participating in the next event.

IV. FIRECODE COMPLIANCE

- A. The Gallery will always remain fire-code, and handicap-access compliant with greater than 6 foot (minimum) walkways.
- B. No part of an exhibition, presentation, performance or screening, temporary or permanent, may block any doors, including fire or exit doors, exit signs, fire alarm pulls, stairways or elevator buttons.
- C. Exhibited work is allowed to hang only from trusses or poles between trusses. Nothing may hang from pipes, sprinklers, track or other lighting fixtures, wiring, or any other structural or architectural fixtures.
- D. Nothing flammable is allowed in the gallery within 18 inches of heat sources/lights or sprinklers.
- E. Lit candles are prohibited in the gallery but battery powered candles are acceptable.
- F. Nothing can be plugged into extension cords except during event opening receptions/celebrations or critiques.
- G. Fabric is not allowed within the 18 inches below sprinkler heads.
- H. Nothing (even non-flammables) can block sprinklers.

V. MATERIALS NOT ALLOWED TO BE USED IN GALLERY EVENTS

- A. Hazardous/dangerous items or chemicals, weapons, explosives, etc.
- B. Uncontained broken glass or mirror.
- C. Living creatures (eg. fish), or large vessels filled with liquid (eg. aquarium).
- D. Food or liquids that remain in a work or exhibit past the gallery event opening reception/celebration.
- E. Cigarettes, e-cigarettes, drugs, needles, bongs, clips, pipes, etc.
- F. Air fresheners, incense, scented candles, perfume, scented oil or essential oil diffusers, etc.
- G. Flames, candles (unless battery operated).
- H. Humidifiers or fog machines without written prior consent of the faculty in charge of the exhibition, the Gallery Coordinator, the Dean of Students and/or Executive Director.
- I. Running water or fountains without written prior consent of the faculty in charge of the exhibition, the Gallery Coordinator, the Dean of Students and/or Executive Director.
- J. Upholstered couches, chairs or furniture from off-campus locations.
- K. Living flora/plants unless cared for throughout the entirety of the gallery event by the student or exhibitor.

VI. CONTENT OF WORK AND REVIEW PROCEDURE

- A. The content of all work included in gallery events or shown in public spaces at the School must be appropriate for public viewing including minors.
- B. Swear words, sexualized/blatant nudity, hateful or violent images/symbols (eg. swastikas, nooses, guns, bombs, shooting, etc.) are not allowed.
- C. Work that does not follow these guidelines may be removed from the gallery event.
 - 1. The Studio School faculty and administration will review all student work for public sharing prior to the gallery event opening date.
 - 2. The Studio School faculty and administration reserve the hosting institution right to remove work from any gallery event if it is offensive or violates any part of this Gallery Policy or the Controversial Issues in Student Work Policy (551).
 - 3. If a work is considered by faculty and/or School administration too controversial to share publicly in a gallery event, the student will attend a documented meeting (see Controversial Issues Meeting Documentation below) with the faculty in charge of the event and at least one School administrator where:

- a. The student will be given the opportunity to discuss their work, share their point of view, discuss their intent and process and offer justification for the inclusion of their work in the gallery event.
 - b. If it is determined possible and appropriate for the situation, the student will be given the opportunity to alter their work and/or artist statement prior to sharing it with a public audience in order to be included in the gallery event. The student could also be offered the opportunity to enter an alternative piece in the gallery event if altering the work is not possible.
 - c. If a student can not or refuses the opportunity to alter their work or enter an alternative piece in order to participate in a gallery event, a student may search for alternative venue for their work if it is deemed creatively and educationally valid, but inappropriate for the more general audience at Studio School gallery events.
 - d. Since student participation in official, curriculum-connected gallery events is mandatory, some agreed upon solution for student participation must be agreed upon and documented.
4. The Studio School Faculty and Administration does not need to provide advanced warning or notice to the student or exhibitor in order to remove work from the a gallery event.
 5. Students or exhibitors who have questions about the appropriateness of the content of their work that is scheduled for inclusion in a gallery event are encouraged to discuss their concerns with the faculty in charge of the event, the Gallery Coordinator, the Dean of Students and/or the Executive Director as soon as possible, but minimally 5 days prior to the event so a solution can be reached.
 6. The Studio School Faculty, Gallery Staff and Administration will make every attempt to work with students and exhibitors to reach a mutual agreement for treatment of potentially inappropriate content in works removed from gallery events with the goal of reinstating them in their event.



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CONTROVERSIAL ISSUES MEETING DOCUMENTATION

Student must present their artist statement at this meeting.

Student Name _____ Date of Meeting _____

Circle one: Freshman Sophomore Junior Senior

Studio School Instructor(s) _____

Studio School Administrator(s) _____

Describe or list the title of the work in question:

Why is this work being discussed regarding controversial issues?

Which Studio School policy statement grounds this discussion?

Why should this work be included in the gallery event?

Why should this artwork not be included in the gallery event?

Final Decision:

- The work will be included as is in the gallery event based on the rationale of the artist statement and supplemental information.
- The work will be included in the gallery event if the work or artist statement is altered as noted:
 - Although the work is well-done, it does not appear to be appropriate for inclusion in this gallery event.
 - The student will exhibit an alternative piece described here:

 - Since it is deemed creatively and educationally valid, the student will seek an alternative venue for sharing their work as described here (include a date by which this must happen):

Student Signature

Date

Instructor Signature

Date

Studio School Administrator Signature

Date

NOTE: Additional pages may be added in response to any of the questions.



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STUDENT ACCEPTANCE OF THE GALLERY EVENT POLICY

I have read and understand the Gallery Event Policy of The Studio School, and I agree to abide by the guidelines stated in the policy. I understand the consequences if I do not follow the guidelines stated in the policy.

Student Name (print clearly)

Date

Student Signature