

STUDENT HANDBOOK

DUNDAS VALLEY
SCHOOL OF ART



DUNDAS VALLEY SCHOOL OF ART



There's an artist in all of us.

CONTENTS

FACILITY

Parking	4
Entrances and Elevator	4
Heating and Cooling	4
Washrooms	4
Food and Drink	4
Lockers.....	4
Drying Racks	5
Library	5
Emergency Fixtures	5
Accessibility	6

PROGRAMS + EVENTS

Cancellations and Dropped Courses	7
Materials	7
Pottery	7
Studio Fine Art Practice & Theory	8
Juried Student Art Show.....	9
Artist Talks.....	9
Culture Days Workshops.....	9
Annual Art Auction	9
Book Sales	10

SCHOOL POLICIES

+ PROCEDURES

Student Code of Conduct	10
Anti-Bullying, Harassment and Discrimination Policy.....	10
Process for Formal Complaint	10
Use of the Internet on School Property	10
Inclement Weather Closures.....	11
Photographs	11
Scent Policy/Nut Allergies.....	11
Drugs and Alcohol.....	11
Weapons.....	11
Emergency Procedures	11
Sick/Illness Policy.....	12
Life Model Etiquette.....	12

STAFF DIRECTORY	13
-----------------------	----





FACILITY

Parking

Parking is available in the surrounding area of the school. There are free options available at various times during the day as well as municipal parking located on Hatt Street. The facility has 1 wheelchair accessible parking spot near the ground level elevator entrance located at the rear of the building. Please contact the school if you need to use this space.

The small lot at the rear of the facility is strictly for DVSA staff only. Vehicles that do not have a parking permit will be ticketed and/or towed at the owner's expense.

Entrances and Elevator

An accessible door equipped with pushbuttons is found at the rear of the school with access to our elevator. Once inside the building, the elevator provides access to each floor as well as ground level entrance and exit.

Heating and Cooling

The school is equipped with climatized heating and cooling in all studios and common spaces. Should you experience any issues with climate control in the space you are occupying, please notify the front desk.

Washrooms

There are multiple washrooms located on each floor of the school with wheelchair and walker accessibility.

Food and Drink

Kitchenettes are located in the basement and 3rd floor of the school and students and staff are welcome to utilize these shared spaces. Each kitchenette is equipped with a sink, microwave, and combination freezer-refrigerator. We ask that these common spaces and shared appliances are kept clean, as a courtesy to fellow users. Water bottle filling stations are located on each floor of the school and their use is encouraged.

Lockers

Lockers are made available for students to store supplies and items for use at DVSA. These can be rented at the front desk. All lockers are available on a first come first serve basis, for student and faculty use, and are the sole property of Dundas Valley School of Art. A student using a

locker that is the property of DVSA is presumed to have no expectation of privacy, in that locker or the lockers contents. Students use of a locker does not diminish DVSA's ownership control of the locker and DVSA retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose. As per the locker use contract, this is to eliminate fire or other hazards, maintain lockers for cleanliness and safety, and remove items such as flammable, solvent, or toxic materials which are prohibited.

Students are responsible for procuring locks for their lockers and must label their locker with their name. All locks need to be removed by the end of each term (if arrangements have not been made to rent the locker for the next term). If locks are not removed by the student, or if the student does not return to DVSA in the next semester, the locks may be cut off and disposed of and the contents of the locker will become the property of DVSA.

DVSA is not responsible for retaining, replacing, or otherwise managing any lost, stolen, or damaged items contained in any locker.

Drying Racks

Some studios are equipped with drying racks for student use. All works stored on drying racks should be taken home once completed and/or need to be removed by the end of the first full week after classes end. Otherwise, pieces will become property of DVSA.

Library

DVSA's library is for the use of faculty and students. Literature about visual art and art history related topics can be signed-out at the front desk. All books may be borrowed for a two-week period unless otherwise specified or renewed. Each visitor is allowed to borrow up to 3 books at a time. If books are returned late there is a fee of 25 cents, per book, per day.

Books are organized and shelved according to Dewey Decimal call numbers. A section of the library devoted to individual artists is organized in alphabetical order by the artist's last name instead of by call number.

The library is spread out throughout the school and shelves can be found in the lobby, throughout the halls on the main level, and in the lower level student lounge.

If you have questions about navigating the library system or wish to borrow or return a book, please speak with staff at the front desk.

Emergency Fixtures

- Eyewash stations are located in the Pottery Studio (beside the doors between the old print room and the wheel/glaze room) and in the Lobby, mounted on the pillar beside the front desk
- Fire extinguishers are located on each floor of the school in case of emergency.

Lobby: on the pillar beside the front desk

Studio 1: by the door nearest the elevator

First floor hallway: across from the entrance to Studio 2

Studio 3: by the exit to the stairwell

Studio 4: in the corner beside the secondary exit

Studio 5: beside the double doors

The Loft: beside the main entrance

The Back Loft: on a pillar across from the entrance

Studio 6: on the wall beside the sink

Lower level: in the pottery hallway

Lower level: on the pillar beside the kitchen

Lower level: mounted on the wall by central storage pottery studio

Lower level: in the glaze room across from the exit door

Lower level: beside the Northeast exit

Kiln room: located beside both exits.

These are to be used only in the case of a small fire in its beginning stages. For complete information about what to do in the case of a fire please consult our emergency protocol on page 11.

- A portable Heartstart Defibrillator is located at the front desk and is available in case of an emergency if CPR is required.
- In the case of an emergency involving drug overdose, kits containing Naloxone can be found at the front desk.
- Fire Pulls can be found in the following locations: Main level Front Door and Rear Door, and near the Pottery Ramp (basement).



As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

Services Available

- Free access for a support person accompanying a visitor or student with a disability
- Service animals are welcome
- Most studios are equipped with accessible tables, sinks and equipment
- Limited Accessible parking at the side of the building (please call the front desk for additional information)
- Elevator services to all floors in the facility
- Accessible washrooms on all floors
- Accessible doors equipped with pushbuttons at the front and rear entrances with access to our elevator

Large Print Materials

Large print materials are available upon request at the front desk

Elevator Disruption

Safety and accessibility are important priorities at DVSA. DVSA is committed to advising constituents of elevator service disruptions in advance as well as anticipated return of services whenever possible. Should there be an issue DVSA will work to jointly provide an acceptable solution.

Constituents can receive up-to-date information through the DVSA website, by calling 905-628-6357 option #1 and in person at the front desk. Signage will also be posted.

Visitor Feedback

We strive to provide accessibility for all visitors. We welcome your feedback. Please email info@dvsa.ca or call 905-628-6357 option #1 to share comments with DVSA management.

Accessible Documentation

Any documents required by the Customer Service Standard, including DVSA's compliance report, are available upon request and will be provided in a format that takes a person's disability into account.

ACCESSIBILITY _____

Dundas Valley School of Art strives to make its programs, exhibitions, events and services accessible to our visitors with disabilities. We are committed to work in partnership with staff, volunteers and the community to identify, prevent and remove barriers to participation.



PROGRAMS + EVENTS

Cancellations and Dropped Courses

If a class is cancelled or re-scheduled the student will receive an email or phone call giving them the option to request a refund. If DVSA is not contacted, the amount is automatically credited to your account.

If a student withdraws from a program with more than two weeks' notice prior to the start of the program' they will receive a full refund minus a \$25 administration free. If a student withdraws less than two weeks prior to the start of the program, they will receive a 50% tuition refund minus a \$25 administrative fee. Please note that registration, material and model fees are non-refundable. If the class has already begun and a student wishes to withdraw from the program, there is no refund. A student may transfer classes at any time however, a \$15 +HST transfer fee will apply.

Materials

Material lists can also be downloaded from DVSA's website beneath the course's description.

Adults are required to supply their own materials unless otherwise noted in the program description.

DVSA does not permit the use of aerosols (adhesives, sealants, varnishes, etc.) within the school. Additionally, in keeping with our Scent-Free policy, turpentine/linseed oil-based solvents are not permitted. Oil painters must clean their brushes with Turpenoid, vegetable oil or soap and water. Alternatively, water-based oil paints are available through many art suppliers.

Fire safe containers are in studios 5 and 6 and in the loft for the proper disposal of s contaminated rags. For the safety of all students and staff, solvent covered rags should never be bunched up and/or stored outside of the fire safe container.

Pottery

DVSA Pottery Studios are equipped with over 15 throwing wheels, including standing wheels and a wheelchair accessible wheel. There are large bench spaces for hand-building projects, a glazing room with a wide selection of glazes/finishes, and electric and gas kilns for firing both Cone 6 and Cone 10 pieces. A raku kiln is also located outside the studio.

For pottery courses, different clays, such as



white and speckled clay, Cone 10 stoneware, porcelain, raku and sculptural clay are available dependent on the course and skill level. Clay for all programs must be purchased from DVSA at the front desk and picked up in the basement. Only clay purchased at DVSA will be fired. Please note that clay pricing includes the cost of firing, glazes, equipment and technical fees.

This is a busy, shared studio space. It is every person's responsibility to leave the space as clean as they found it. Clay dust is a health hazard and cleanup is very important. Your instructor will detail the specifics of cleanup, but please prepare to leave time at the end of each session to utilize the mops, cleanup sponges, and table scrapers provided by the studio at the end of your making time.

After taking their first course, pottery students should purchase their own sponges, batts and carving tools. Your faculty or the pottery technician can advise of where to pick up these supplies. We have a small supply of these items for absolute beginners and emergency use, but these are not intended for everyone.

Please mark your name, initials or a consistent personal symbol clearly on the bottom of every piece. Any item that is not clearly identified will not be fired.

Pottery is fired during or after the completion of the program, depending on the program length. It usually takes about three weeks for pieces to be fired. Students will be notified once their pottery is ready to pick up. Fired pieces will only be held by DVSA for a three weeks after term end, after which they will become property of DVSA. Only pieces that have been made at the school will be fired.

Pottery can be picked up at DVSA after firing, during the school's regular hours of operation. DVSA requires all potters to mark their work with a recognizable signature and ideally, document each piece by taking a photo prior to firing. DVSA does not guarantee that all pieces fired will endure the firing process without damage or defect.

All students must follow the safety and housekeeping guidelines provided to them at the start of their class to ensure they are properly using all tools and materials and leaving the studio space clean and hazard free.

Please note women who are breastfeeding, pregnant or suspect they may be pregnant should consult their family physician before enrolling in any pottery class.

Pottery is an adventurous medium involving chemistry, physics and transformation of materials and by nature it is unpredictable. Sometimes pieces do not survive the firing process or they may turn out differently from how you had imagined. Therefore there is no guarantee that you will be fully satisfied with everything you produce. This is all part of what it is to work with wonderful medium of clay.

Studio time is essential for a potter's development and Pottery Open Studio sessions are made available throughout the week and can be purchased for \$20/class +hst or \$105+hst for 10 classes at the front desk. Students must be currently enrolled in a full-term pottery class to attend Pottery Open Studio.

Should you have an inquiry about firing schedules, safety policies or any technical aspects of the pottery studios please consult the on-staff pottery technician.

Studio Fine Art Practice & Theory

Our 3-year full-time studies diploma program is dedicated to the study and practice of contemporary art within a multidisciplinary environment.

- The wide-ranging curriculum includes studio work in two and three-dimensional studies, film/video and performance – each in a variety of media and processes
- It also incorporates elements such as marketing for artists, grant writing, financial management, project planning, exhibition curation and more
- Small class sizes provide intimate one-on-one instruction in a focused environment
- Open to students of all ages who have successfully completed grade 12 and demonstrate evidence they may well succeed in the program
- Successful graduates will receive a Diploma in Fine Art and Theory, recognized by the Ontario Ministry of Colleges and Universities. (An option is also available to complete the program without the accreditation component).

All inquiries regarding this program can be directed to Sally McKay, Visual Arts Director, at full-time@dvsa.ca.



Juried Student Art Show

DVSA's annual Juried Student Art Show is open to any student enrolled in an adult class within the year leading up to the event taking place in the spring. Entries are limited to two submissions per person with a \$5 fee per entry. This event provides an excellent opportunity for students to learn about the submission, critique and feedback process involved in showing their work. Please consult the front desk for details about this year's event.

Artist Talks

Learning from other artists is one of the seminal elements in an artist's training.

Each term DVSA offers free 1-hour artist talks. These talks are an excellent opportunity to hear from practicing artists as they share information about their careers, inspiration, techniques, and the work they produce. Please consult our current brochure to see which artists will be presenting this term.

Culture Days Workshops

Culture Days is a national celebration of arts and culture. Each fall, millions of people attend thousands of free participatory arts and culture events across the country. In partnership with Ontario Culture Days, DVSA offers free workshops every fall that invite the community to engage in arts and culture. Descriptions of these workshops are found in our fall course brochure under the *Art History and Special Interest* category. Advanced registration is required for Culture Day workshops and can be done online through our website or at the front desk.

Annual Art Auction

DVSA students are encouraged to submit their original artwork to the Annual Art Auction. This event raises significant funds for contributing artists and the school. All artwork submitted and accepted is included in the auction and artists can choose to make their submission a 100%, 75/25 or 50/50 split contribution. All artists with sold works will receive a cheque and tax receipt from DVSA following the online and/or in person auction event. More details on this year's event and submission details can be found in DVSA's brochure and on our website and social media platforms.

Book Sales

DVSA regularly receives donations of books that supplement our lending library. Overstock is sold in our lobby to help underwrite library expenses.

SCHOOL POLICIES + PROCEDURES _____

Student Code of Conduct

All students have the right to learn in a positive and creative environment. If any student disrupts the learning of others, or is disrespectful towards others, they will be given one warning by the instructor. In the case of a child, the parent/guardian will be notified by the executive director. Failure to correct the disruptive behavior will result in the student's removal from the course with no reimbursement of fees.

Anti-Bullying, Harassment and Discrimination Policy

DVSA has a zero-tolerance policy for bullying, harassment and discrimination of any kind which includes but is not limited to physical, verbal, and cyber means. Students are to treat one another with respect and dignity, recognizing that we all come from diverse backgrounds and walks of life.

Physical, sexual, emotional, and verbal bullying and abuse of fellow students, staff, or visitors will not be tolerated and may result in expulsion from the program without refund.

Process for Formal Complaint:

All formal complaints brought to the attention of DVSA administration by a student must be documented using an incident report (located at front desk) outlining the type of complaint and pertinent details.

The administration is responsible for investigating and documenting all incidents fully and completely regardless of the manner in which they were made and who is involved.

Every effort by all parties involved will be made to rectify and/or find a resolution.

Where a student under the age of 16 is involved, parents must be notified of the incident on the day the incident occurs. This discussion will be documented on the incident report.

A documented follow-up meeting with all parties involved will take place within a reasonable agreed time thereafter.

A copy of all documented matters will be kept in the employee's official personnel file or student record.

Disciplinary action will be taken, if necessary, once the investigation is complete. Depending upon the severity of the complaint, this disciplinary action could include immediate dismissal or expulsion.

With the rise of online platforms for classes it is crucial that students remember online etiquette and kindness as they post, share content, and participate in classes online.

Unacceptable Use of the Internet on School Property

Inappropriate and unacceptable internet use includes, but is not limited to:

1. Usage for illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment (sexual and non-sexual), stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, and plagiarism/copyright infringement.
2. Any usage that conflicts with existing DVSA policies (e.g. bandwidth limitations, network storage, etc.) and/or any usage that conflicts with DVSA mission, goals, and reputation.
3. Copying, destroying, and altering any data, documentation, or other information that belongs to DVSA or any other business entity without authorization.
4. Downloading unreasonably large files that may hinder network performance. All users shall use the internet in such a way that they do not interfere with others' usage.
5. Accessing, downloading, or printing any content that violates any of DVSA existing policies, (e.g. pornography).
6. Engaging in any other activity which would in any way bring discredit, disrepute, or litigation upon DVSA.
7. Engaging in personal online commercial activities, including offering services or products for sale or purchasing services or products from online providers. (e.g. setting up

a business on E-Bay and managing sales and purchases)

8. Engaging in any activity that could compromise the security of DVSA host servers or computers. All passwords may not be disclosed to, or shared with, other users.
9. Engaging in any fundraising activity, endorsing any products or services, or participating in any political activity, unless authorized to do so as part of completing one's assigned job duties and responsibilities.
10. Any individual internet usage that violates any of the policies of the accessed information's source network.
11. Allowing unauthorized or third parties to access DVSA network and resources.

Inclement Weather Closures

Should we need to close DVSA due to inclement weather, the following methods are used to notify our school community:

- An email is sent to all students with classes on the day
- Information is posted on our website and our Facebook and Twitter accounts
- A message is posted to our phone system at 905-628-6357
- We notify Hamilton radio station 900 CHML and CHCH Morning Live of our status
- If you are uncertain whether the school is open, please refer to one of the resources above.

Photographs

From time to time, DVSA takes photographs of our students at work for use in our publications, on our website or in grant materials. For privacy reasons, students are NEVER identified. The photographs are not released to any other group and are not used for commercial purposes. If you do not wish to have yourself or your child photographed, please inform the school office at the time of registration.

Scent Policy/Nut Allergies

DVSA is a designated fragrance, and nut-free environment to ensure the health and wellbeing of all DVSA employees, students and other related third parties.

All parties entering the facility are asked to avoid bringing or consuming foods with strong odours or containing nuts. Please restrict the use of perfume/ cologne, body sprays, etc. as some employees, students and other related third parties are allergic and/or sensitive to scent in these products.

As other allergens are identified by individuals on school property, the request will be made to limit contact with the allergen for the duration of that person's attendance.

Drugs and Alcohol

DVSA recognizes the benefits of a tobacco-free environment for all staff and students. Smoking and vaping is prohibited on school premises. The possession, use and trafficking of illegal drugs on site is also strictly prohibited and will result in expulsion from programming at DVSA. The use of alcohol on site, apart from the context of a licensed event, will not be tolerated.

Weapons

Possession or display of weapons of any kind, including both real and replica, or other items that could inflict bodily harm are not permitted at DVSA.

Emergency Procedures

In the case of a fire students are asked to evacuate the building through the nearest exit point. Maps of the fire evacuation routes that are on display in each studio for reference of instructors, staff, and students.

IN CASE OF FIRE

21 OGILVIE STREET

**UPON HEARING THE VERBAL
ALARM OF FIRE:**

**LEAVE THE BUILDING VIA
THE NEAREST FIRE EXIT**

CLOSE ALL DOORS BEHIND YOU

In the case of a tornado students will be directed to the lower level of the school.

In the case of an intruder in the school students will be guided through the lockdown procedure.

Sickness/Illness Policy

We ask that all faculty, staff and students be mindful of the spread of illness' in a classroom environment. Please ensure that you are taking all possible precautions to reduce the spread of viruses while at DVSA. This may include but are not limited to masking, not attending class, limiting sharing of materials etc. Please note that we are unable to refund missed classes due to short-term illness.

Life Model Etiquette

All students must review and sign DVSA's life drawing contract prior to participating in any life drawing session. It is crucial that all DVSA students abide by the rules made clear in the contract to create a safe space for visiting models.

All students must show respect to the model by refraining from talking, whispering, or producing auditory distractions while the model is taking their pose. Prior to the session, students must silence their phones and other devices to avoid any unwanted disruptions.

Do not talk to or about the model as they are concentrating on their pose. Do not make comments about the model's body or appearance under any circumstances.

Cell phones, laptops and cameras are prohibited during model sessions and must be put away and silenced prior to the beginning of the session.

No video recording or photographs of the model are permitted at any time.

If you have further questions about live model etiquette, please direct them to your instructor or the front desk.





STAFF DIRECTORY

Kathron Hann

Executive Director
PH: 905-628-6357 ext. 228
kathronh@dvs.a.ca

Sally McKay

Visual Arts Director
PH: 905-628-6357 ext. 227
full-time@dvs.a.ca

Kate Lantagne

Director of Development
PH: 905-628-6357 ext. 203
katherinel@dvs.a.ca

Keir Overton

Director of Marketing, Events & Digital Strategy
PH: 905-628-6357 ext. 204
keiro@dvs.a.ca

Corinne Nyffenegger

Marketing & Communications Manager
PH: 905-628-6357 ext. 201
corinnen@dvs.a.ca

Alicia Orr

Events Facilitator
PH: 905-628-6357 ext. 208
alicioa@dvs.a.ca

Bonnie Wheeler

Registrar
PH: 905-628-6357 ext. 202
bonniew@dvs.a.ca

Anna Wisniowski

Registration Coordinator
PH: 905-628-6357 ext. 206
annaw@dvs.a.ca

Lisa Jefferies

Outreach Facilitator
PH: 905-628-6357 ext. 232
lisaj@dvs.a.ca

Dejan Sokolovic

Building Coordinator
PH: 905-628-6357
facility@dvs.a.ca

Devon Martin

Evening Reception
PH: 905-628-6357 ext. 207
devonm@dvs.a.ca

Janine Jones

Administrative Assistant
PH: 905-628-6357 ext. 233
janinej@dvs.a.ca

Amanda Kopas

Pottery Technician
PH: 905-628-6357

General Info

PH: 905-628-6357 ext. 1
info@dvs.a.ca



21 Ogilvie Street
Dundas, ON, L9H 2S1
dvs.a.ca