



# The Art Students League of New York

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## ART STUDENTS LEAGUE OF NY STUDENT CONDUCT GUIDELINES

The Art Students League is committed to maintaining an environment that fosters courtesy, respect and appropriate conduct among all those associated with the League, including instructors, students, staff members and visitors. Some guidelines are set out below. Other policies are set out in additional documents distributed to those who interact with the League. Failure to adhere to the guidelines below, those in any applicable document issued by the League or general standards of behavior expected of those associated with the League may lead to suspension or expulsion from the League.

### **Conduct in and around League Property**

Users of League property are expected to conduct themselves in a courteous manner in terms of movement, noise level, etc. The League's various locations are private property, and the League reserves the right to exercise appropriate control over behavior on its property, and to evict any person from its property in a lawful manner.

### **Media/Photo Release**

I understand that videos, photographs, and recordings of me and/or of my artwork ("Images") may be made in connection with any activities of the Art Students League of New York ("League"). I hereby consent to the taking of such images and grant the League permission to use any such Images in all matters related to the League's purposes, mission, and activities, including for educational, informational, and news purposes, and to publicize, advertise, and promote the League. In granting this permission, I understand that the League may publish such images or portions thereof, with or without my name, in print, online, or by any other means, at any time, and for public view worldwide.

### **Use of Cell Phones**

Cell phones must be switched off or turned to silent mode while in the studio. Talking or texting on cell phones in the studios is not allowed under any circumstances. Cell phones may be used outside the studios out of audible range of other classes. Students may use cell phones to photograph their own work only when there is no model posing in the room. Using cell phones for photography or to photograph artwork while models are posing is strictly prohibited.

### **Instructors**

League instructors are all professional working artists held in high regard among their peers and should be treated accordingly. Instructors are authorized to teach their classes and workshops according to their methodology while observing the standards of behavior set by the League. Instructors may decline to accept students and may expel students whose behavior has been or is disruptive to the class or has been or is otherwise inappropriate.

### **Models and Model Posing Schedules**

Models are an important part of the League community, and they are to be treated with courtesy and respect. Under no circumstances should their personal space be violated. They must be permitted to disrobe and robe in privacy, and they should never be subject to unwanted advances or physical contact. Models may not be photographed under any circumstances. Model posing schedules must be correctly observed. Students may not enter the studio while the model is posing. Comments or directions regarding the pose must be communicated by the instructor or monitor only. Students may not interact with the model during a pose, and noise and other distractions should be kept to a minimum during pose periods. **Monitors** are responsible for timing poses and breaks. There will be a 5-minute break every 20 minutes and a 20-minute "long break" once during the session. Pose and break times will be posted outside the studio doors, and schedules will be available from the class monitor. [Additional class policies may be in place based on individual instructor preferences, subject to administrative approval.]

### **Monitors and Monitor Teaching Assistants**

Monitors represent the administration in carrying out the policies of the League as well as the directions and preferences of the class instructor. They are responsible to managing the class in session, and students must comply with their directions in accordance to the instructor requirements and League guidelines and policies. Monitors are required to collect registration tickets, check class rosters for enrollment, arrange the workstations for the students, call the model poses, and maintain order in the class. Monitor Teaching Assistants (TA) assist students (primarily beginning students) in their learning experience, as directed by the instructor. Any concerns students have regarding the operation of the class should be addressed initially to the monitor, unless the student believes the matter is more appropriately raised directly with the administration, in which case the student must come to the main office to speak with an Administrative Manager.

### **Students**

The League's atelier system creates a community environment which requires community participation. In order to maintain the spirit of fraternity, a core value of the League's mission, it is important for students to be respectful of fellow students at all times. Students should be aware of the boundaries of workspace assigned to them and should be mindful not to interfere with the sightline of other students working from the model. Any student wearing headphones while working in the studio should make sure that sound cannot be heard by others. Students should also ensure that surfaces of work are not touching the surfaces of other work. Students cannot eat in the studios, as it may disrupt the work of others and can be dangerous in the presence of paint and solvents.

## **Materials and Solvents**

The League is committed to maintaining a safe working environment for all who enter on the premises. Most classes have a suggested list of materials for use in the studio. Students, particularly those new to a class, should always consult with instructors and monitors before purchasing or using new or atypical materials. Only odorless mineral spirits (OMS) are allowed to be used as solvents in studios. The use of turpentine and turpentine-based solvents, mediums or varnishes is strictly prohibited. Acids, fixative sprays or adhesives not on the class materials list or the use of those materials outside of designated areas, is strictly prohibited. Studios are equipped with refuse cans for the disposal of art materials and other refuse and should be used as labeled.

## **Lockers**

Access to lockers within studios is permitted only when class is not in session or during model/class breaks as posted. The League reserves the right, at its discretion and without notice, to search all lockers for any reason, and to remove and discard any item within a locker it deems inappropriate. Students are responsible for observing all locker policies as set forth by the Administration and as published in the League's catalog, website and Student Information Form.

## **Storage of Artwork**

The League provides storage space for work in progress in the studios. In the painting studios, no more than two paintings (a finished piece drying plus one in process), per student may be stored at any particular time. At all times, students must be mindful that works in-progress may be wet. When storing paintings in racks students must take care not to touch painted surfaces of other works. In the sculpture studios, one stone or wood piece in progress may be stored at a time. In the clay sculpture studio students are limited to the work on their assigned stand. Stored artwork exceeding these limits or not removed prior to semi-annual (May and August) League clean-up periods, or any inappropriate or hazardous stored materials may, at the discretion of the League and without notice, be removed and discarded. Students must comply with the League's policies with respect to studio clean-out periods. Do not store any materials in the racks, other than works in progress: palettes, plastic bags, boards or pads etc.

## **Alcohol and Illegal Drugs**

Alcohol may not be consumed on League premises except during official League functions. Illegal drugs may not be brought or consumed on League premises at any time. Violators in accordance with the Law may be prosecuted and will be subject to expulsion.

## **Public Notice**

Throughout the school year printed notices are posted to inform the student body of important administrative dates and events. By enrolling in and attending class the student acknowledges and is responsible for complying with Art Students League policies as detailed in the catalog, student guidelines and the Student Information Form.

## **Harassment**

Every individual at the League is expected to adhere to and to maintain a standard of behavior that facilitates learning and promotes cooperation and respect for others. Accordingly, the League is committed to enforcing its Discrimination and Harassment Policy and Standards of Conduct Policy to create an environment free from discrimination, harassment, retaliation and/or sexual assault.

The League does not tolerate harassment of any kind. Harassment is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, an individual because of his/her membership in any protected group or on any other prohibited basis such color, race, gender and/or gender identity or expression, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status or any other legally prohibited basis. Examples of such conduct include, but are not limited to: offensive or degrading remarks, verbal abuse, other hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group; racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols; unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands; physical assault or stalking; displays or electronic transmission of derogatory, demeaning or hostile materials; destruction of League property, or any behavior deemed by the Executive Director or Board of Control to be in violation of the standards of behavior of the League.

**Violation of the League's Discrimination and Harassment Policy and/or Standards of Conduct Policy** may result in expulsion from the League. Any individual who wishes to report violations of these policies should contact the Executive Director or the President of the Board of Control. Copies of the League's Discrimination and Harassment Policy and Standards of Conduct Policy are available in the League office. Any form of retaliation against any individual who has complained of or formally reported discrimination, harassment, or sexual assault, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated, and will be considered a violation of the League's Discrimination and Harassment Policy, Standards of Conduct Policy and applicable law.

**Title IX of the Education Amendments of 1972** protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. The Art Students League of New York (the "League") does not discriminate on the basis of race, sex, sexual orientation or gender identity or expression, color, religion, national or ethnic origin, status as a protected veteran, disability, or age, in admission to or employment in its education programs or activities. Questions regarding Title IX may be referred to the League's Title IX Coordinator: Astrid Rodriguez, Manager of Administrative Services, 215 West 57th Street, New York, NY 10019, (646) 838-9132. Or email: [astrid@artstudentsleague.org](mailto:astrid@artstudentsleague.org).