



The Florence Academy of Art

Director: Daniel Graves

•Studio Policy

Subscribing to Policies

The Florence Academy of Art endeavors to provide an educational environment conducive to encouraging the artistic talents of each student. This requires that all students respect the policies of the Academy, its instructors, and the other students in the program.

By enrolling in the Academy, students agree to subscribe to these policies.

General Provision

Students, faculty and other staff, as well as visitors and guests on school property, are prohibited from engaging in, among other things, any action or situation, which recklessly or intentionally endangers mental or physical health or involves the consumption of drugs or abuse of alcohol. The penalties for violations will include the ejection of the violator from school property and in the case of a student, staff or faculty violator, his or her suspension or expulsion.

Studio Conduct

1. The studio is open from 8:30 am - 9:00 pm. No student is allowed in the building after 9:00 pm. The night security guard locks the outside gates at that time, and does not check if students are still in the studio. Your studio key will not let you out of the building.
2. Each morning, set up takes place between 8:30 - 8:55 am. Students are expected to keep quiet from 8:55 to 9:00, and begin working at 9:00. If you arrive after 8:55, you must wait until the first break to enter the studio. You may set up in the model room only during the breaks. If you arrive late, and your easel is occupied, the instructor may assign you to another easel for that morning if available. The same policy applies to the afternoon session: set up takes place before 12:55; students are expected to be quiet from 12:55 -1:00, and begin working at 1:00. If you arrive after 12:55, you must wait until the break to enter the studio. Instructors are not required to give you a critique if you arrive after the first break.
3. If you need help, please see the instructor or assistant instructor of the day (consult your class schedule). All decisions, instructional and disciplinary, are made by the instructor of the day.
4. Please wait until break to walk through the model area.
5. Please keep noise and talking down during class time, including afternoon lectures from 5:00-7:00 pm. Also, although the model finishes at 4:00 pm, some students are still working, so please keep noise and disruptive activities to a minimum.
6. Please leave all public areas clean and free of trash; clean and dry sinks after washing brushes, keep grinding table and areas designated to the preparation of materials clean. Wipe off excess oil from brushes with paper towels before washing; throw glue, gesso and other hard materials in garbage cans. **DO NOT WASH OIL, GESSO OR GLUE DOWN THE DRAINS.**
7. Please leave your easel clean for the next person. Sharpen your charcoal over the garbage cans.
8. When not in use, hazardous materials must be stored in containers and clearly marked describing their contents. Unmarked containers will be discarded. Paints and other hazardous materials may be stored in the appropriate refrigerators for non-food items. All hazardous waste must be stored in a sealed container and left in the designated spot in the grinding room for pick up and disposal by Academy staff.
9. Students are entitled to studio space at the Academy. Drawing and painting students have a place in a studio cubicle equipped with an easel and stand. Sculpture students have open studio space. None of the school's instructional furniture (easels, drawing tables, stools, modeling stands, etc.) may be taken out of the studios. Students must sign out casts and Bargue drawings, and handle these with care. Any person causing damage to the casts or other school property will be held financially and legally responsible.
10. Please keep your assigned studio space clean, and clear of trash and clutter. Students may not set up additional lights or heaters without permission from the office.

11. Do not set anything on top of gas tanks or electric heaters (particularly flammable substances like turpentine.) Throw away painting rags and towels in the metal garbage can and replace lid.
12. No smoking is allowed inside the studio.
13. No cell phone use inside the studio. Use of personal computers allowed between 12:00-1:00 pm and after 4:00 pm only.
14. No bicycles are allowed in the school.
15. Please make sure the outside door is securely shut when you leave the studio.
16. The last person to leave the studio at night should turn off all heaters and lights from the main switches. Spotlights must be turned off manually (the main circuit does not turn them off).
17. First aid boxes are located by each studio bathroom.
18. The Academy does not assume responsibility for the loss or damage of personal belongings, artwork or material left anywhere in the studios. Material, artwork and other personal property left in the school by students after end of the year will be disposed.
19. All items of importance to students are posted on the bulletin boards or the doors to the studios. Such postings constitute due notice for official purposes. Students are strongly advised to check these areas periodically, and to ask the office staff for clarification.
20. You must attend the end of trimester critique at the end of each term. Failure to attend a scheduled critique once will be grounds for probation. You will receive a written warning after the first failure to attend a scheduled critique. Failure to attend a scheduled critique twice will be grounds for dismissal.

Assessment

At the end of term each student receives an individual and personalized critique conducted by the course instructors, in which they are graded on a scale of one to three in five areas (attendance, performance, effort, attitude and progress) and awarded a pass/fail grade. The Academy thus monitors the student's progress through the curriculum's established set of exercises. You must attend the end of trimester critique at the end of each term. Failure to attend a scheduled critique once will be grounds for probation. You will receive a written warning after the first failure to attend a scheduled critique. Failure to attend a scheduled critique twice will be grounds for dismissal.

Location of end of term assessment records; Registrar, Via delle Casine

Misconduct

Student misconduct is defined as disruptive behavior or instigation of disruption of a class or other school activity, creating public annoyance or alarm, or unreasonable noise; tampering with, misusing or vandalizing fire safety equipment or security systems or devices; willful defacing, damaging or destroying of school property or of another's property; unauthorized removal, theft or mutilation of instructional materials; unauthorized entry, unauthorized use of keys to schoolrooms and facilities, unauthorized presence in offices or spaces at times when such presence is prohibited; unauthorized or fraudulent use of services or facilities (such as computers, telephone or reprographic facilities.)

Misconduct is subject to review by Daniel Graves and selected members of the teaching and administrative staff.

Disciplinary decisions are made by Daniel Graves.

Possible penalties for misconduct include: **reprimand**; a verbal or written notice indicating that a recurrence of the misconduct may result in further penalties; **probation**, indicating the student is in official jeopardy and the commission of a serious offense during this period will normally result in suspension or expulsion; **suspension**, a suspended student forfeits all privileges of enrollment and may be required to petition for readmission; **expulsion**, permanent separation from the Academy.

In cases where there has been damage or loss to the school or an individual the student may be required to repair or replace the damage or loss caused. Failure to do so may result in, among other things, the denial of graduation or further enrollment.

The Director may impose an emergency suspension when in his or her judgment, such action appears necessary (a) for reasons relating to a student's physical or emotional safety and well-being or the safety and well-being of a member of the Academy or its property; or (b) to deal with a continuing disturbance or a forcible interference by students with any Academy activity.

You have the right to meet with the director of the program after you receive a reprimand to address the grounds for probation, suspension and/or expulsion. Upon expulsion you will not be entitled to a refund of your tuition or fees already paid, and you will turn in your keys and vacate the premises immediately.