

## School Policy

Atelier Stockholm - The Swedish Academy of Art as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability, sexual orientation and/or age in educational programs or activities that it operates or in employment decisions.

**By enrolling as a student of Atelier Stockholm, you agree to abide by the rules described in this policy.**

Atelier Stockholm - The Swedish Academy of Realist Art (SARA) is home to Instructors and students from various backgrounds, each with their own tastes, preferences, personal habits and unique personalities. Therefore, it is very important that everyone observe certain rules of behavior to maintain harmony in the school. The simple key to maintaining the positive and supportive atmosphere the school enjoys is to always behave and act with respect toward others.

### **Fundamental guidelines:**

- 1) Never disturb anyone's personal workspace.
- 2) If something does not belong to you, ask and get permission before using it.
- 3) *Always* clean up after yourself.
- 4) Avoid any unnecessary actions that may be disruptive to someone else.

### **General guidelines:**

- 5) In general, be careful and thoughtful in how you handle school property. You are responsible for any damage to school property.
- 6) In order to help keep the school clean, we ask that you remove your street shoes when you enter the building. You are welcome to keep a pair of indoor shoes at the school to wear in the building.
- 7) Do not touch or tamper with the alarm system control.

- 8) Do not give the front entrance door code to anyone. Whoever needs it, will have it provided to them by the school.
- 9) Treat all the furniture in the atelier, including chairs, easels and still life/cast stands, with care and respect.
- 10) There is no smoking allowed in the building. Smokers may smoke outside the building, but we ask you to please dispose of your cigarette butts properly, and not throw them on the ground.
- 11) Try generally to behave in a “green” eco-friendly way when it comes to your consumption of water, electricity, paper towels and toilet paper. For example, remember to shut off the lights in any room where you are the last to leave for the day, don’t let the water run unnecessarily, recycle what you can, and use rags to wipe and clean your brushes instead of paper towels or toilet paper.
- 12) You are welcome to take photographs in any of the student areas of the school building, but photography in the Instructors’ studios is prohibited without prior consent.
- 13) Do not enter an Instructor’s studio without permission.
- 14) Mobile phones should be turned off when you are in the building. If you absolutely must have your phone on, adjust the ringer and take any call outside the building, or in a room away from others.
- 15) You must obtain permission from Hans or Sanna to remove a book from the library room and under no circumstances is any book to leave the school building. There is no food or drink allowed in the library.
- 16) There are many original works of art displayed in the school building, as well as those being created by students and faculty, so please be very careful to avoid damaging them as you move yourself and your work materials around the school.
- 17) Atelier Stockholm will not be held responsible for damage to, or the loss of your personal belongings, so take good care of your things.
- 18) Tuition refunds may only be requested by new, first-time students within the first week of their semester. All refunds must be requested in writing. There are no refunds given for extended absences during the academic year, for whatever reason.

**Work-related guidelines:**

- 19) The level of noise in the school must be kept at a minimum. Music should only be

listened to using headphones. Also, when talking to someone, be aware that your neighbors may be distracted by it, so keep the noise level low.

- 20) Attendance is a reflection of your commitment to your education. Students who are frequently late or absent send the message that they are not serious about their studies and raise the question of whether or not they belong in this school. If you are late for the first pose of figure drawing, your space will be considered open for anyone to use that day unless, prior to being late, you called the school's office and left a message that you were running late. Also, instructors are not required to give critiques to students arriving after the first pose, unless they gave prior notice.
- 21) Daily reviews (critiques) are given between 8:30-12:00 and 13:00-16:30 every day. If you are not present when the instructor comes to your space and you miss your review, it will be your responsibility to find the instructor and ask for a review if you wish to have one. If you arrive late for the day, instructors are not required to give you a critique, even if you ask. You may occasionally choose to decline a critique from an instructor, however, if the instructor feels it is important to give you a critique, you must respect his or her judgment and accept the critique.
- 22) Students who wish to walk through the model room must wait until there is a break.
- 23) Make sure your hands are clean before handling plaster casts and make sure when moving or setting up a cast that it is in a safe and secure position. You are responsible for the cast you are using and if you damage or break it you must replace it.

### **Student misconduct:**

Atelier Stockholm – The Swedish Academy of Realist Art reserves the right to immediately end its relationship with any student who, in the school's judgment, has acted or behaved in a grossly unacceptable fashion or has continually acted or behaved inappropriately. Such a student will be asked to leave the school permanently. Any expelled student will not be entitled to a refund of tuition fees already paid. Hans-Peter Szameit and Sanna Tomac make disciplinary decisions.