

# LYME ACADEMY

OF FINE ARTS

## MODEL POLICIES

The professional work of models is the bedrock of the Lyme Academy of Fine Arts (“The Lyme Academy”); we are grateful for your cooperation and the work that you do. As a model at The Lyme Academy, you will be responsible for knowing, understanding, and adhering to the following policies:

### SCHEDULING

Scheduling begins at least 4 weeks prior to the start of each trimester. Models will be contacted directly concerning their availability by their preferred means of communication.

Models must arrive at least 10 minutes before the start of the pose and be ready on the model stand at the beginning of each class. Repeated tardiness will result in termination of employment and adjustment of pay.

### ABSENCES

The credibility of our curriculum hinges on the reliability and performance of our models. Repeated tardiness or absences will result in termination of employment and adjustment of payment. If you must be absent, please contact the Model Coordinator at least 48 hours in advance so a replacement can be found.

### PAYMENT

Models will be compensated at a rate of \$25.00 per hour. Payment will be mailed bi-weekly to the address on file. All models must have a current W-9 on file to receive payment.

### MODEL PAYMENT FORMS

Models are responsible for submitting Model Payment Forms which include date of session, hours, and instructor or monitor signature. Completed payment forms must be returned to the Program Coordinator.

### MODELING CONDUCT

The class teacher is responsible for choosing any and all poses. For lengthy or extended poses the teacher will work with the model to find a pose that is comfortable for the extended period. Only at the request of a teacher, or a student with the teacher’s consent, may a model correct or change the pose.

Given that students are working precisely and accurately, models are asked to memorize and hold each pose to the best of their abilities. The model’s feet and any props required for the session will be outlined in tape by the teacher or studio assistant to help with consistency of the pose.

During breaks, models must wear clothing or a robe.

Models are entitled to 5-minute breaks for each 20-minute period of posing, as well as one 15-minute break at the middle point of a modeling session. A teacher or studio assistant will keep track of the time with a timer.

Models must adhere to the break schedule at all times. By way of example, a 3-hour pose will have a pose/break schedule as follows: 20' - 5' - 20' - 5' - 20' - 5' - 20' - 15' - 20' - 5' - 20' - 5' - 20'.

Models should eat and hydrate before beginning their pose and communicate to the teacher or studio assistant if they feel faint or unwell. Models may bring light snacks and water to consume during their scheduled breaks.

## **STUDIO LIMITATIONS**

Photography is not permitted in the studios without the express permission from the teacher and the model.

All individuals, including models, must refrain from talking while in the studio, and all cell phones should be in silent mode.

Models should never be touched.

Models should not arrive to a session under the influence of drugs or alcohol.

## **ACADEMY STANDARDS OF CONDUCT**

Our policies and procedures below are created to foster a healthy and safe environment for our students, staff, models, faculty, and community. In addition to students, the Lyme Academy serves the general population, youth, and other artists. Be considerate of these members of our community while on campus and using the communal spaces.

Models agree to subscribe to these policies, including the Academy's policies against discrimination, harassment, sexual assault, domestic violence, dating violence, sexual exploitation, and stalking.

The following conduct is strictly prohibited under the terms of this policy. The below-defined conduct is not to be construed as an exhaustive or all-inclusive list of prohibited conduct. Conduct not specifically described below but which nonetheless implicates the purposes and application of this policy should be considered prohibited conduct for reporting purposes.

Violations of these policies by students, staff members, guests, models, or visitors should be reported immediately to the Artistic Director, Managing Director, or the Academy's designated Title IX Coordinators.

To contact the Artistic Director, Jordan Sokol, please email:

[jordan@lymeacademy.edu](mailto:jordan@lymeacademy.edu).

To contact the Managing Director, Wendy Bury, please email:

[wendy@lymeacademy.edu](mailto:wendy@lymeacademy.edu).

To submit a concern or file a complaint to the Title IX Coordinators, please contact:  
[titleixcoordinator@lymeacademy.edu](mailto:titleixcoordinator@lymeacademy.edu).

### **NON-FRATERNIZATION POLICY**

The Lyme Academy is committed to providing its students with an educational environment that is safe and conducive to learning. A non-fraternization policy has been established to promote the efficient and fair operation of the Academy, free from bias, conflict, or inequitable treatment, and to avoid misunderstandings, complaints of favoritism, morale problems, questions regarding academic achievement, and sexual harassment. The Academy holds its administrators, faculty, staff, and models to the highest ethical, moral, and professional standards of conduct. Staff, faculty, and models must establish and maintain appropriate professional and personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety.

All administrators, faculty, staff, and models are prohibited from unethical or inappropriate fraternization with students, including, but not limited to: dating, pursuing a date, and having or pursuing a romantic or sexual relationship with students. Staff, faculty, and models are prohibited to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or whether the student may have "consented" to such conduct. Consensual sexual relationships are prohibited between a student and faculty or staff member who is in a position to exercise power or authority over that student (except in cases where the relationship precedes the student's matriculation).

All students and members of the Lyme Academy community have an obligation to report known fraternization, or advances, to the Managing Director or Artistic Director. Failure to comply with this policy will result in disciplinary action, up to and including suspension without pay, or termination of employment or association with the Academy.

### **ALCOHOL AND DRUG POLICY**

Students, faculty, staff, and models, as well as visitors and guests on school property, are prohibited from engaging in the consumption of alcohol with the exception of designated events. In addition, students, faculty, staff, and models, as well as visitors and guests on school property, are prohibited from engaging in the use of recreational drugs. The penalties for violations will include the ejection of the violator from school property and, in the case of a student violator, their probation or expulsion.

### **NON-DISCRIMINATION POLICY**

The Lyme Academy of Fine Arts is committed to equal opportunity and equal treatment of every individual. It is the policy of the Lyme Academy of Fine Arts not to discriminate against individuals on the basis of race, color, sex, sexual orientation, gender, gender identity or expression, marital and civil partnership, pregnancy, age, religion or belief, national origin, or disability in the administration of its admissions policies, educational policies, employment practices, scholarship programs, and other Academy-related activities.

Retaliation against anyone for making a good faith report of alleged violation of this policy is prohibited. The Academy will evaluate reports of conduct prohibited by this policy on a case-by-case basis.

## **VIOLENCE**

The Lyme Academy of Fine Arts disapproves of and will not tolerate threats, violent behavior, or acts of intimidation of any kind by any member of the Academy community upon any other staff member, faculty, student, model, or visitor. The penalties for violations will include the ejection of the violator from school property and, in the case of a student violator, their probation or expulsion.

It is each person's responsibility to report all threats, acts of intimidation, harassment, violence (physical or verbal), and any other unacceptable behavior immediately. All reports will be investigated.

Examples of unacceptable behavior include, but are not limited to, the following:

- Threatening telephone calls and written messages
- Vandalism of personal or company property
- Following or stalking other associates or guests
- Threats of retaliation or "getting even" with another associate

## **PHYSICAL AND EMOTIONAL ABUSE**

The Lyme Academy of Fine Arts does not tolerate physically abusive behavior. The Academy also does not tolerate verbal or other emotionally abusive behavior, including, but not limited to: harassment on the basis of race, color, religion, age, gender, sexual orientation, marital status, national origin, ancestry, or past or present physical or mental disability.

## **STALKING**

Stalking is defined as a course of conduct involving more than one instance of unwelcome conduct that causes a person to fear for their personal safety or to experience substantial emotional distress. Acts that together constitute stalking may include direct actions or actions communicated to or by a third party, or other means of communication. Substantial emotional distress is defined as significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person in an unsolicited fashion.

Examples of stalking may include, but are not limited to:

- unwelcome and repeated visual or physical proximity to a person;
- repeated oral or written threats;
- extortion of money or valuables;
- unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on online bulletin boards;

- unwelcome/unsolicited communications to or about a person, their family, friends, or co-workers; or
- sending/posting unwelcome/unsolicited messages with an assumed identity; or
- explicitly or implicitly threatening physical contact; or
- any combination of these behaviors directed toward an individual person.

**I have read and understand the Lyme Academy Standards of Conduct and the Lyme Academy Model Policies, and agree to these terms.**

Participant's signature:\_\_\_\_\_ Date:\_\_\_\_\_

Print Name:\_\_\_\_\_