

Lyme Academy of Fine Arts

CATALOG & STUDENT HANDBOOK

CONTINUING EDUCATION

Lyme Academy of Fine Arts
Continuing Education Student Handbook
Effective Date: July 1, 2025
Academic Year: 2025–2026

This Continuing Education Student Handbook replaces all prior versions. The Lyme Academy of Fine Arts may amend this handbook at any time. The Academy reserves the right to revise, update, or discontinue policies at its sole discretion.

Institutional Information
Lyme Academy of Fine Arts
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(860) 434-5232
lymeacademy.edu

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INTRODUCTION

Welcome to the Lyme Academy of Fine Arts.

This Student Handbook serves as a guide to the programs, policies, procedures, requirements, and resources of the Lyme Academy. In order to maintain and promote a positive educational environment committed to the advancement of learning and professionalism, the standards and expectations of the Academy outlined here must be respected and met by all students enrolled in its program of studies. The community of students that represent and gather on our campus have the individual and collective right to safety, support, and encouragement, both in terms of their personal well-being and in their creative pursuits. Each student is responsible for adhering to the tenets of this Handbook and those otherwise announced by the Academy; behaviors that jeopardize the Academy's values or its regulations, or that inhibit an individual student's ability to thrive in its environment, cannot be tolerated.

The ability of the Academy to respond to the dynamic nature of its local and global communities requires that the contents of this Handbook be adaptable as well. New policies and procedures and modifications or amendments to those existing may be implemented at any time in order to accommodate and address individual or collective needs. Students have the assurance that the Academy is ever-vigilant and strives for relevance in all of its practices; this Handbook therefore reflects the current realities of its student body and the broader communities that inform, affect, and inspire them. So too and consequently, students should be aware that the contents herein are not contractual. All matters referenced or set forth in the Handbook or otherwise related to students are subject to change at the sole discretion of the Academy at any time and with or without notice or written confirmation. The interpretation of the contents of this Handbook, or any related matter made known to the individual student or student body, is likewise ultimately the prerogative of the Academy.

We are the sum of our parts; our success is indebted to the upholding of these guidelines, and, therefore, to you, the Lyme Academy student.

THE LYME ACADEMY OF FINE ARTS

The Lyme Academy of Fine Arts offers an intensive, sequential program that is both grounded in tradition and progressive in its vision. Embedded in the study of figurative and representational art, the Academy's curriculum is designed to develop visual literacy, critical observational skills, sound craftsmanship, quality of execution, and a disciplined work ethic. Through the rigorous study of figurative drawing, painting, sculpture, anatomy and art history, students are engaged in a comprehensive analysis of the representation of the human form, and its psychological and narrative potential.

By instilling confidence through the disciplined learning of skills and technique, and through an appreciation of the history, process, and potential of their craft, Academy students are equipped not merely to engage with today's art world, but also to influence and shape it.

MISSION

The mission of the Lyme Academy of Fine Arts is to teach the foundational skills of drawing, painting, and sculpture in the figurative tradition. By its commitment to training students in these skills and its engagement with contemporary discourses, the Academy will empower a new generation of artists. Through its programs, the Academy is equally committed to enriching the cultural life of the community.

HISTORY

Founded by the sculptor Elisabeth Gordon Chandler in 1976, the Lyme Academy of Fine Arts began with a single, bold idea – to offer a traditional education in figurative and representational art at a time when academic principles had fallen out of favor. Intense observation and a structured, sequential approach to drawing, painting, and sculpture would provide the foundation on which confidence, creativity, and self-expression were built. Classes would be taught in the picturesque town of Old Lyme, Connecticut, a site of great art historical significance, and Elisabeth's beloved home.

A faculty of recognized artists worked to execute Elisabeth's plan. Robert Brackman, newly retired from teaching at the Art Students League in New York and a giant in his field, was among the Academy's earliest and most revered teachers; he was followed by Deane G. Keller, whose lessons in drawing and painting had a profound impact on the Academy for more than twenty-five years.

As the quality of the Academy's curriculum became more widely known, enrollment began to climb. By the 1980s, students were applying to study at the Academy from across the United States. The single studio rented from the neighboring Lyme Art Association soon became too small; this led to the purchase and renovation of the historic John Sill House in 1986, which stands at the center of the Academy's campus to this day. As the Academy continued to grow – north-light studios, an art gallery, and a substantial student library were added on four acres of land in the town's historic district of Old Lyme – Elisabeth's vision, now shared by her husband, the sculptor Laci de Gerenday, seemed a model of success.

The decision to seek accreditation as a college in the early 1990s seemed a natural evolution, and in 1995 the Academy began granting Bachelor of Fine Arts degrees. But the requirements of this new role, and the infrastructure that it demanded, impeded the Academy's historic focus on the fostering of students' skills. This proved unsustainable, and the sacrifice too great. In 2021, fifteen years after Elisabeth had passed, the Academy returned to her original mission, reclaiming its status as an

Academy rather than a college, and operating better for the pause. No longer constrained by the requirements that came with a change in academic status, the Academy was free to return its focus to its programs and the students that they served. In 2021, with fresh leadership at its helm, the Lyme Academy of Fine Arts reopened its doors to students, and welcomed a new generation of success.

ACADEMIC CALENDAR 2025-2026

The continuing education program operates on a trimester schedule with a summer session. The Fall, Winter, Spring trimesters are ten weeks each and Summer session is eight weeks.

September 29, 2025	First Day of Fall classes
November 26 – November 28, 2025	Thanksgiving Holiday (No Classes Wed, Thurs, or Fri)
December 12, 2025	Last Day of Fall Classes
December 13, 2025 - January 4, 2026	Winter Break
January 5, 2026	First Day of Winter Classes
March 13, 2026	Last Day of Winter Classes
March 14 - April 5, 2026	Spring Break (March 14 - April 2, 2024)
April 6, 2026	First Day of Spring Classes
June 13, 2026	Last day of Spring Classes

FACILITIES AND RESOURCES

The Lyme Academy of Fine Arts stands on four idyllic acres in the heart of Old Lyme, Connecticut. The natural beauty of our campus reflects an appreciation of the historic architecture of our setting and the needs of the modern working artist. At the center is the John Sill House, built in 1817 and purchased and adapted for the Academy in 1984. Our 10,000-square-foot of north-light studios, individually designed for drawing, painting, sculpture, casting, and print-making, a designated museum-quality art gallery with over 1000 square feet of exhibition space, a 15,000 volume fine arts library, and an art store, all built specifically for the Academy and its students, are the focal points of our campus. Filled with light and charged with energy, our facilities, like our mission, remember our past and look toward the future.

LIBRARY

The Wilson Riley Library offers students the opportunity to learn about the history and techniques of their craft, while providing a comfortable spot to read and relax.

Please note that the Library is currently for reference only; books may not leave the premises.

Books pulled from the shelves may be left on the designated table for the staff to return to their proper places.

CAST COLLECTION

The discipline of cast drawing has helped artists develop their observational drawing skills for centuries and is a staple of our sequence of instruction at the Lyme Academy of Fine Arts. Nineteenth-century art instruction often included the use of sculptural models as teaching aids for drawing, painting, the study of anatomy, and sculpture study (known as drawing casts), to emphasize the study of form and the visual effect that light and shadow had on these forms.

The Academy has a robust collection of casts available for students to study, including casts deaccessioned from the Slater Memorial Museum, the Metropolitan Museum of Art, and the National Academy of Design. Many of the casts in the collection have been imported from Europe.

DE GERENDAY'S FINE ART MATERIALS AND CURIOSITIES

The Lyme Academy's art supply store was designed to serve its students, as well as the greater arts community. Enrolled Cont Ed students receive a 10% discount on all art supplies. Artists will find an abundant array of the finest quality oil, acrylic, and watercolor paints, brushes of all sizes, papers, canvas on rolls, and sculpting tools, all chosen by the professional artists who comprise the faculty of the Lyme Academy.

OPEN MODEL SESSIONS

The Lyme Academy offers several open model sessions each week for \$20 per session for the general public and \$10 for current continuing education students.

FACULTY

Our Continuing Education Faculty has been carefully selected to represent the Academy's vision - one that combines the legacy they inherit, and that looks forward to the future of figurative and representational art. Individually, these artists and scholars are at the top of their respective

fields; together, they are the core of the Academy and its mission. For a complete list, please see the education section of lymeacademy.edu.

SCHOOL BUSINESS HOURS

Business hours are Monday-Friday, 9 am-5 pm.

De Gerenday's Fine Art Materials and Curiosities is open Monday-Saturday 9 am-5 pm and Sunday 12-4 pm.

The Lyme Academy's administrative offices observe the following holidays and will be closed for business on: Christmas Day, New Year's Day, Memorial Day (including the Friday before), Labor Day, Thanksgiving Day (including the Wednesday before and the Friday after), and Independence Day.

BUILDING ACCESS

Continuing Education students have access to the Dumond studio and Life drawing studios during class hours. The Cast Hall and library are open to enrolled students during business hours. This privilege is extended to continue studio practice and to work and gather for artistic pursuits. We ask that students respect the campus and the safety of the shared environment, and others who will be using the spaces for workshops, classes, and events.

For the safety and security of all those on campus, you are required to use a code to gain access to campus.

Security Information & Guidance:

- Enter campus only through doors that require an access code - Cast Hall entrance, the doors between North and South buildings, and the Chandler Bldg entrance (across from the art store).
- Enter your 6-digit code on the bollard (which includes a pound sign before and after your code) and the door will be unlocked for you to manually open.
- For automatic and ADA door access, use your ID or enter your code and wave your hand in front of the wave reader below.
- No piggybacking. Do not hold the door open for anyone you do not know.
- All other doors on campus shall remain locked at all times. Do not unlock any doors.
- Do not prop open any doors.
- Building Access
 - Access is available from **5:30 a.m. to 10:30 p.m.** Door codes will not function outside these hours.

- Codes are active only for enrolled students during academic terms and are disabled during class breaks.

LOCKER POLICY

Lockers may be used by Continuing Education students on a first-come, first-served basis. It is the student's responsibility to provide a key or combination lock. The contents of the locker must be removed at the end of the academic term or the last session attended, whichever comes first. Any content will be removed and disposed of at the end of the Academic term.

Locker Use Policy

Lockers are provided as a **temporary convenience** for enrolled CE students. Locker use is a privilege, not a right.

- **Assignment Period:** Lockers are assigned **for one term only**, regardless of future enrollment.
- **End-of-**
- **Out:** All lockers must be emptied by the final day of the term in which the student is enrolled—even if the student has registered for the following semester.
- **Unclaimed Items:** Any items left in lockers after the end of term will be **removed and discarded**. The Academy cannot store or return artwork, tools, or personal belongings left behind.
- **Alternate Arrangements:** If a student is unable to empty their locker before the end of term, they must **email all** of the following parties *before the term ends* to request an extension:
 - The **Director of the Continuing Education Program:**
edmond@lymeacademy.edu

In the event of **extenuating circumstances**—such as illness, family emergency—students should notify the Director of Academic Affairs to request an extension or alternative arrangement.

Extensions will only be granted in writing.

- **Personal Property:** The Academy strongly recommends that students use a lock and do not leave valuables in lockers. The Academy is **not responsible** for lost, stolen, or

discarded items.

INCLEMENT WEATHER PROCEDURES

Students and faculty are encouraged to stay home if they don't feel safe traveling.

Decisions on whether to order the cancellation of classes is based on information gathered by multiple agencies. If the decision to cancel classes is made, information will be available in the following ways:

- Lymeacademy.edu homepage
- Email
- Text Message (this is optional for students, but we recommend this as the best way to stay informed!)

Note: Decisions to cancel classes will be made no later than 7 am for daytime programs and by 3 pm for evening classes.

Make-Up Sessions: Instructors may offer one (1) scheduled make-up session per term for classes canceled due to weather or instructor absence. Individual make-ups or attendance in another section are not permitted. Make-ups will take place the week after the last week of classes.

Text Alerts: The Academy uses text alerts for time-sensitive updates such as class changes, weather closures, and safety notices. Students are responsible for keeping their contact information up to date in the Student Portal. Standard message rates may apply.

ACADEMY STANDARDS OF CONDUCT

Our policies and procedures below are created to foster a healthy and safe environment for our students, staff, 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 in the communal spaces.

By enrolling in the Academy, students agree to subscribe to these policies, including the Academy's Title IX Policy against discrimination, harassment, sexual assault, domestic violence, dating violence, sexual exploitation, and stalking. Please refer to the Academy's Title IX Policy stated in this Handbook.

All students, staff, models, and faculty are responsible for knowing and observing all Academy policies and procedures.

Students are not allowed to act as representatives of the Academy, this includes hiring/booking models without permission, or hiring outside instructors, booking tours, or offering discounts.

Studio Policies:

Applies to all students enrolled in a class at Lyme Academy of Fine Arts. Additional media-specific guidance follows where applicable.

General Expectations

- Students are expected to **arrive 15–30 minutes before model sessions** to set up.
- Instructors are **not required to critique late students**.
- **Silence is expected** while models are posing or students are working.
- **Mobile phones must be silenced** during class time.
- Entering or walking through the studio is not permitted while a model is posing; wait until a scheduled break.
- **Model breaks are not student breaks** — instructors will continue to work with students during this time.
- All school instructional furniture (easels, stools, modeling stands, etc.) must remain in the studio.
- **No guests** without permission from the Artistic or Program Directors. All visitors should check in at the Welcome Center, which is de Gerenday’s Fine Art Materials and Curiosities, and they will be issued a visitor badge.

Cleanliness & Respect for Shared Spaces

- All studios and shared workspaces must be left clean and free of trash after each session.
- Personal belongings, materials, and artwork must be stored appropriately — the Academy is not responsible for lost or damaged property.
- Any damage to casts or school property will result in financial and/or disciplinary responsibility.
- Students must not use studio shelves or public display areas for personal storage.
- Any items left after the school year may be disposed of.
- Do not place anything on cast shelves or touch cast objects.

Hazardous Materials & Safety

- No additional lights or heaters may be set up without approval from the Artistic or Program Directors.

- Do not wash hazardous substances (e.g., oil paint, gesso, glue, clay, plaster, polymers, solvents) down the drains.
- Use designated wash buckets and follow the Health & Safety Handbook guidelines for disposal.
- Dispose of soiled solvent rags/towels in the red metal garbage cans.
- Hazardous materials must be:
 - Stored in clearly labeled, sealed containers
 - Placed in the designated safety cabinets or freezers
 - Unmarked containers will be discarded

Sculpture Studio-Specific Policies

- Closed-toe shoes are required.
- No food is allowed in the sculpture studios
- No loose clothing, untucked shirts, rolled sleeves, or loose jewelry.
- Long hair must be tied back.
- Protective eyewear must be worn when using power tools.
- No headphones are allowed in sculpture classes (except for Cast Drawing sessions.)
- Sculpture Studios are off limits outside of class time unless an instructor or monitor is present.
- Students must not use studio shelves or public display areas for personal storage.
- Students must not stack sculpture projects. If you need help moving large or heavy work, ask a studio monitor or instructor.
- Students are expected to assist with sweeping, scraping, and cleaning the entire sculpture studio after each session.

Student Responsibilities Regarding Models

To ensure a respectful, professional, and safe learning environment, all students are expected to follow these policies when working with models in class or open studio settings:

No Physical Contact: Students must never touch models under any circumstances.

No Photography: Photography or video of models—nude or clothed—is strictly prohibited at all times.

Posing Protocol: Only the instructor or designated Studio Assistant may select poses. For extended poses, the instructor will collaborate with the model to ensure comfort and safety.

Pose Adjustments: Only the instructor, Studio Assistant, or a student with explicit permission from the instructor may speak to the model or adjust a pose during a session.

Respecting Studio Space: If a model is posing, students should wait until a scheduled break to enter, exit, or walk through the studio.

Breaks: Models must be robed or clothed during breaks.

Quiet Working Environment: All individuals—including students, instructors, and models—are expected to refrain from talking while work is in progress to maintain a focused studio atmosphere.

Phones: All phones must be silenced during sessions.

Booking Model Sessions Outside of Class

To ensure fair access, safety, and adherence to community standards, all model sessions organized outside of scheduled classes must follow the policies below:

- **Open Access Requirement:** Any model session held in Lyme Academy studios must be open to all enrolled Core students. Private or invitation-only model sessions are not permitted.
- **Studio Monitors:** A trained and approved Studio Monitor must be present for any session outside of scheduled class time.
- **Booking Permission:** Only trained Studio Monitors may book models, and only with prior approval. Requests for studio and model use should be submitted in advance to: caitlin@lymeacademy.edu.
- **No Private Projects:** Students may not use studio spaces for private model sessions or projects without institutional approval. This ensures alignment with Academy values of shared resources, safety, and community access.
- **Disciplinary Action:** Violation of these policies may result in disciplinary review and loss of studio or model privileges.

Open Studios

Continuing Education students may attend Core Open Studio Model sessions; these sessions are not open to the general public. The fee is \$10 per session, and students can purchase punch cards in the art store.

Open Studio Monitors are responsible for upholding a respectful, safe, and policy-compliant environment during both public and Core/Continuing Education open studio sessions. While this is an unpaid volunteer role, **approved monitors may book models** for uninstructed sessions, provided all policies are followed. This position supports the Academy's commitment to equitable access to figure study and studio resources.

Monitors:

- Ensure safety protocols and model etiquette are consistently upheld

- Receive training in open studio procedures and booking policies
- Help maintain student access to uninstructed, free model time
- May include this position on résumés as relevant professional experience

Prohibited Conduct

The following list represents the types of conduct that are prohibited at the Lyme Academy. This list should be read broadly and is not designed to define all prohibited behaviors in exhaustive terms.

1. Conduct that is disruptive to the Academy community, disturbs the peace, obstructs Academy objectives and/or operations, interferes with the rights and/or activities of others, and/or interferes with the performance and duties of Academy staff or faculty.
2. Harming behavior, which includes, but is not limited to, assault, abuse, harassment, intimidation, or bullying
3. Conduct that threatens or jeopardizes the health or safety of any person, including oneself
4. Possession or consumption of alcohol on campus, except at Academy events when alcohol is served
5. Behavior that involves the abuse or misuse of alcoholic beverages, including laws governing the minimum drinking age
6. Possession, use, or distribution of illegal, harmful, and/or prohibited drugs or other controlled substances, including marijuana
7. Improper possession, misuse, distribution, sharing, storage, and/or sale of any medication
8. Use, possession, or distribution of firearms, weapons, or explosives
9. The setting of or participation in unauthorized fires; the unauthorized or improper possession, use, removal, or disabling of fire safety equipment and warning devices; failure to follow standard fire safety procedures; interference with firefighting equipment or personnel
10. The theft of another's property or Academy property, or unauthorized possession of another's property or Academy property
11. Damage, defacement, and/or vandalism to another's property or Academy property
12. Propping or tampering with doors to prevent them from closing or locking
13. Unauthorized removal, theft, or mutilation of the Academy's collections or materials, including library materials
14. Deliberate misrepresentation or lying during a formal Grievance or Disciplinary Committee procedure
15. Retaliation against any Academy community member for raising a good-faith concern or issue regarding another community member

The prohibited conduct policy applies to on-campus behavior, off-campus educational activities (field trips, exhibitions, etc.), online conduct related to the Lyme Academy community, and when conduct has a substantial connection to the Academy community, even if off-campus.

NON-DISCRIMINATION POLICY

The Lyme Academy of Fine Arts is committed to equal opportunity and equal treatment of every student. 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.

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 this policy by students, staff members, guests, or visitors should be reported immediately to the Artistic Director, the Managing Director, or the Academy's designated Title IX Coordinator.

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

jordan@lymeacademy.edu

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

wendy@lymeacademy.edu

To submit a concern or file a complaint to the Title IX Coordinator, please contact:

titleixcoordinator@lymeacademy.edu

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, or visitor. All students are forbidden to commit acts of offensive and inappropriate behavior in the school at any time. Failure to comply will result in disciplinary action and possible expulsion.

It is every student'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/or written messages
- Vandalism of personal or company property
- Following or stalking other associates or guests
- Threats of retaliation, “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 valuable
- 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
- Sending/posting unwelcome/unsolicited messages with an assumed identity
- Explicitly or implicitly threatening physical contact
- Any combination of these behaviors directed toward an individual person

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.

DIVERSITY STATEMENT

The Lyme Academy of Fine Arts is an inclusive educational institution, and strives to create a welcoming community where all individuals are respected and included. We celebrate multiple approaches and points of view. We believe diversity drives creativity, and are building a culture where differences are valued.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex at the Lyme Academy of Fine Arts and other academic institutions. Discrimination based on sex includes acts of sexual harassment and sexual misconduct including sexual assault, dating violence, domestic violence, and stalking.

The Academy is committed to fostering an educational and working environment free of sex-based discrimination through proactive education and training. When the Academy becomes aware of incidents of discrimination based on sex, the Academy will stop the reported conduct, prevent its recurrence, remedy the effects, and hold those responsible accountable.

Students with concerns regarding this policy can contact either of the Academy's designated Title IX Coordinator:

Emerson Crowley, Title IX Officer
Director of Student Engagement
84 Lyme St, Old Lyme, CT 06371
emerson@lymeacademy.edu
(860)434-5232 ex.211

Students may submit a concern, or file a complaint by emailing:
titleixcoordinator@lymeacademy.edu

In addition, the Academy has an online form where concerns can be submitted (anonymously, if desired):

[Link to Feedback Form](#)

Reporting Sexual Misconduct

Any student, employee, guest, or visitor who experiences, witnesses, or becomes aware of conduct prohibited under this policy is strongly encouraged to report it promptly. Reports may be made to:

- **Title IX Officer** – Emerson Crowley, Director of Student Engagement, emerson@lymeacademy.edu, (860) 434-5232 ext. 211
- **Any faculty, staff, or administrator** (all are considered *Responsible Employees* and must share the report with the Title IX Officer)
- **Anonymous** via the Academy's Feedback Form (link available above and on the Academy website)
- **Police** – students may also choose to report to law enforcement at any stage

Responsible Employees and Mandated Reporting

At the Lyme Academy of Fine Arts, all faculty, staff, and administrators are considered responsible employees and are required to report any disclosure of sexual misconduct,

harassment, or discrimination they receive from a student or community member, unless they have been specifically designated as a confidential resource.

This means that if a student tells a faculty member, staff member, or administrator about an incident of sexual misconduct or harassment, that employee must share the information with the Title IX Officer to ensure that the Academy can offer support, assess any risk to the community, and inform the reporting individual of their rights and available resources. This obligation exists even if the student asks the employee to keep it confidential.

Responsible employees are expected to respond to disclosures with compassion and without judgment. They are also responsible for helping the student understand their reporting options, including the right to access supportive measures without filing a formal complaint.

Confidential Resources are individuals who, by law or professional practice, are not required to report information to the Title IX Officer. These resources include licensed counselors or medical professionals when acting in that capacity. If a student wishes to speak confidentially about an incident, they will be directed to a designated confidential resource or external counseling services.

Formal Complaint & Grievance Process

An investigation is initiated after a formal complaint is submitted. The process involves notifying both parties, collecting statements and evidence, and conducting a live hearing where each party's advisor may cross-examine the other. A written decision is then made using the preponderance of the evidence standard—meaning it must be more likely than not that the alleged conduct occurred.

The outcome of the process will be a finding of either responsible or not responsible. If a respondent is found responsible, appropriate sanctions will be imposed along with remedies to support the complainant.

The Lyme Academy of Fine Arts follows the Clery Act, a federal law that requires schools to ensure that disciplinary procedures for cases of sexual misconduct are transparent, fair, and prompt. Under the Clery Act, both the complainant and the respondent must be notified of the outcome of the grievance process at the same time. The Clery Act also requires schools to track and share campus safety data and crime statistics.

Either party may appeal the outcome in writing within 14 calendar days of the written decision. Appeals are limited to specific grounds: a material procedural error that impacted the outcome, new and relevant evidence that was not reasonably available at the time of the investigation, or evidence of conflict of interest or bias by the Title IX Coordinator, investigator, or decision-maker. Appeals will not be considered for disagreement with the decision or sanction alone.

Appeals will be reviewed by a designated appeals officer or committee. They may uphold the original decision, modify the outcome or sanctions, or remand the matter for further investigation or consideration.

Retaliation

Retaliation against any individual who makes a good-faith report of misconduct or participates in an investigation is strictly prohibited. Retaliation can include intimidation, threats, coercion, or discrimination against the reporting or participating party. Reports of retaliation will be addressed promptly and may result in disciplinary action.

Right to Decline Participation

Students always have the option to decline to participate in a formal investigation or hearing process. Supportive measures are available regardless of whether a formal complaint is filed or an investigation occurs. If a student discloses sexual misconduct to a responsible employee but requests privacy or does not want an investigation, the Title IX Officer will evaluate whether the request can be honored while still maintaining the safety and well-being of the campus community. The Academy will respect the student's wishes unless it determines in good faith that not proceeding would pose a serious risk to the student or others. In those cases, the Academy will make every effort to protect the student's privacy and minimize the sharing of information.

Good Faith Amnesty Policy

The Academy prioritizes the safety and well-being of its students. Individuals who report sexual misconduct in good faith will not be disciplined for minor violations of the Academy's alcohol or drug policies that occurred at or near the time of the incident. This policy does not protect individuals from disciplinary action for more serious misconduct, such as violence or threats

Interim Measures

The Academy may implement interim measures as needed to protect the safety and well-being of the campus community. Interim measures may include temporary removal from campus, restrictions on access to certain spaces, or other supportive measures to ensure a safe educational environment.

ATTENDANCE POLICY

- Attendance is fundamental to students' progress and should be their priority. The Academy will not refund any part of the registration due to the student's absence.
- Students are expected to arrive at class on time and remain present for the entire class.
- Four absences will automatically result in a failing grade in any CE classes. We recommend that a student withdraw if they miss more sessions.

GRADING POLICY

- Continuing Education classes are graded on a pass/fail basis.
- Grading is based on participation and attendance, 70 / 30

AUDITING CLASSES AT LYME ACADEMY

In rare instances, a student in the Cont Ed program, who has demonstrated commitment and interest, may be allowed to audit a Core Class. In order to audit a Core class, the student must first seek approval from the Program Director. The Program Director and Artistic Director will make the final decision.

Students may audit up to 5 courses in a given term.

Tuition is \$625 per credit.

No credit will be issued for audited classes, and will appear as an AU on student transcripts.

Students who decide to fully enroll in the Core Program in which they have audited classes, must re-take those classes as a Core student.

Auditing of workshops or Continuing Education classes is not permitted.

STUDENT DISCIPLINE

PROBATION

Students attending classes are expected to adhere to conduct that contributes to a focused environment. Failure to follow the teacher's instruction or the Academy's standards of conduct may be subject to probationary period. After the end of the previous trimester, the student will be notified via email of their probationary status. A student placed on probation will have one trimester to improve. If at the end of the probationary trimester the student's conduct has not improved, the student will be subject to dismissal from the Academy.

DISMISSAL

Students with serious or repeated offenses are subject to dismissal from the Academy. After a period of at least one year, the student may register again for the Academy's programs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Federal law known as the Family Educational Rights and Privacy Act (FERPA), most information about students from the Academy's records, including grades, is considered confidential and, with certain exceptions, generally may not be released to third parties,

including parents/guardians, without the student's written consent. For more details about FERPA for students, read more here:

[https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPAforeligiblestudents.pdf]

Each year, the Lyme Academy informs new students about this protection and offers students the ability to submit the "[Student Information Release](#)" form, if they so choose.

By signing and returning the "Student Information Release" form, the student may authorize the Lyme Academy of Fine Arts to release information from their educational records to their parents (or whomever they indicate on the form).

Please note that without this authorization, the Academy's ability to disclose information from the student's records to their parents or to speak with their parents (or whomever they indicate on the form) about information from their records will be significantly restricted. Each student is urged to inform their parents of this fact, if they decide not to execute the authorization form.

All students have access to view their grades at the end of each term. Regardless of whether or not the student has filled out the Student Information Release form, parents/guardians do NOT receive access to view student information.

In the future, if for any reason a student decides to cancel this release, they must submit a new form with the "Remove Previously Authorized Individual" portion filled out.

DIRECTORY INFORMATION

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Under FERPA, Directory Information may be released without consent of the student. Any student who does not wish directory information released must file written notice to this effect with the Director of Academic Affairs. The following is considered directory information:

- Name
- Local address
- Email address
- Telephone numbers
- Name and address of emergency contact
- Dates of attendance
- Enrollment status
- Awards and honors received
- Likeness, including but not limited to, images and videos of students and student work

- Participation in Academy-recognized organizations and activities

This list of what is considered Directory Information is subject to change. The Academy reserves the right to refuse disclosure of the above information if the reason for the request is not considered to be a sufficient need to know.

EMERGENCY CONTACT

In case of emergency, all efforts will be made to contact the individual listed as the emergency contact in the student's file. In the event that the emergency contact cannot be reached, permission is granted to the Lyme Academy, as well as their authorized representatives, to secure proper treatment.

Each student must complete a form identifying their general information and emergency contact, whom, in case of an emergency, the Academy shall contact. Pursuant to the terms of the form, the student authorizes the Lyme Academy to contact the contacts listed in the event of an emergency.

MEDIA AND IMAGES

Photographs, videos, digital recordings, sound recordings, or any other form of recording of classroom and other campus events at the Lyme Academy may be streamed, archived, and distributed for educational and promotional purposes.

The Lyme Academy of Fine Arts will offer students the option to sign a media release form at the beginning of each academic year. By signing the release, students consent to, and acknowledge, that photographic or video recordings of them may be electronically displayed or streamed via the Internet, social media, or appear in printed publications and/or promotional materials.

REGISTRATION

The cost for a three-hour class is \$595 per trimester.

Registration and fees are subject to change and annual increases.

Students are required to keep their financial accounts current. Please note that art supplies are the responsibility of the student and are not included in registration.

Questions about billing may be directed to the Director of Academic Affairs.

Registration Terms, Conditions, and Policies

Workshops, Continuing Education classes, and Youth Program enrollments are accepted on a first-come, first-served basis.

Full Payment Required: Registration is complete only when payment has been received in full. Students will not be on the roster, or access code turned on without payment, unless prior arrangements have been made.

Payment Methods: Payments may be made by credit card, ACH (e-check), or other approved methods. There is no fee for ACH (e-check) payments.

Payment Plans: Students wishing to set up a payment plan may contact the Director of Academic Affairs at caitlin@lymeacademy.edu for assistance.

Class Refund Policy

- Full Refund: Withdrawal 14 or more days before the first class session.
- 50% Refund: Withdrawal 13 or fewer days before the first class session.
- No Refund: On or after the first day of class.
- Processing Fees: Credit card processing fees are non-refundable. ACH (e-check) payments carry no processing fee.
- Account Credits: If a refund is issued as an account credit rather than to the original payment method, the credit must be used by June 30, the end of the academic year. Any unused balance will expire at that time.

Workshop Refund Policy

- 72-Hour Grace Period: Students may request a full refund within 72 hours of registration, provided the workshop has not yet begun.
- Processing Fees: A 3.5% processing fee applies to all credit card payments and is non-refundable.
- After the Grace Period: No refunds will be issued after the 72-hour period under any circumstances.

Student Ledger

Any credits resulting from an overpayment or a dropped class will remain on the student's account and may be applied toward a future class or workshop. Credits must be used by June 30, the end of the academic year, after which any unused balance will expire.

Class and Workshop Minimum Enrollment

All classes and workshops are subject to minimum enrollment requirements.

If a course does not meet minimum enrollment, students will be notified in advance and may choose to:

- Transfer to another available class or workshop, or
- Receive a full refund, processed to the original payment method within 5–7 business days.

Absences and Attendance

If a participant will be absent from a class or workshop, please notify the Academy in advance by emailing admissions@lymeacademy.edu.

Please note that no refunds or makeup sessions will be provided for missed classes due to illness, special events, vacations, or other personal commitments.

Withdrawals

Participants wishing to withdraw from a class must provide written notice via email to admissions@lymeacademy.edu. No refunds will be given for unattended classes, for any reason.

SCHOLARSHIPS

The Lyme Academy of Fine Arts does not offer scholarships or work-study scholarships for our Continuing Education Programs at this time.

HOUSING

Students who are accepted into the Academy and need housing assistance will be granted access to a network of available rooms and rentals in the local area. We work with our community to provide the best possible options for accommodations; however, securing acceptable housing is ultimately the student's responsibility. Please contact our housing coordinator, Cameron Paynter, at cameron@lymeacademy.edu.