

POLICIES
&
GUIDELINES
2011/2012

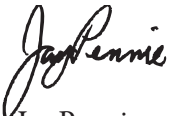
Studio
Incaminati
School for Contemporary Realist Art

Studio Incamminati

POLICIES & GUIDELINES 2011/2012

Welcome to Studio Incamminati! In order to uphold a positive learning experience and maintain a clean, safe studio environment, the following guidelines and policies have been developed. Please don't hesitate to speak with the office personnel or contact me directly if you should need more information about our guidelines. With your cooperation, Studio Incamminati can continue to provide a professional, respectful and productive studio atmosphere.

Thank you,

A handwritten signature in black ink that reads "Jay Pennie". The signature is written in a cursive, flowing style.

Jay Pennie
Executive Director

POLICIES & GUIDELINES

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I. GENERAL STUDIO POLICIES

1. Non-Discrimination

Studio Incamminati's purpose is to train exceptionally talented artists to call upon their ability to create highly meaningful art. Accordingly, acceptance into Studio Incamminati's programs is entirely merit-based. Studio Incamminati does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin, age, disability, or veteran status in any program or activity or in employment.

2. Harassment/Sexual Harassment

Because Studio Incamminati seeks to preserve a work and learning environment free from harassment/sexual harassment, it is the purpose of this policy to prohibit harassment and to identify the resources available to concerned individuals.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a suggestive nature. These behaviors constitute harassment when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's participation in employment or in a learning program; or

Submission to or rejection of such conduct is used, or threatened to be used, as a factor in decisions about a person's continued participation in employment or in a learning program; or

Such conduct has the actual or potential effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive work or learning environment.

All members of Studio Incamminati are expected to conduct themselves so that the work and learning atmosphere at Studio Incamminati is free from harassment. Harassment is a violation of Studio Incamminati's standards of conduct and will not be tolerated, and those inflicting such behavior on others are subject to the full range of disciplinary action, including expulsion.

A student or instructor who has a harassment concern has these options available:

- a. Confront the harasser and make it known that the behavior is unwelcome and should stop; and/or
- b. Contact the Executive Director of Studio Incamminati or the Board president.

A student or instructor who receives a complaint of harassment or who

otherwise learns that such harassment may be taking place is required to consult with the Executive Director of Studio Incamminati to discuss appropriate investigation and resolution.

Information about sexual harassment can be sensitive or embarrassing. Therefore students or instructors have the option at all times to directly contact the Executive Director of Studio Incamminati, who will discuss the matter with the individual and investigate.

Complaints or allegations of any type of harassment will be treated in confidence. Every complaint will be thoroughly investigated. If sexual harassment has been confirmed, the perpetrator will be disciplined to the degree warranted by the circumstances. Persons coming forward with information concerning possible sexual harassment shall not be subject to retaliation. Any instances or threats of retaliation should be reported to the Executive Director of Studio Incamminati.

3. Studio Visitors

Prior authorization from the office personnel is required for guests to be permitted into the studio. Studio guests must be escorted by a student at all times.

4. Noise Pollution

Cell phones must be placed on vibrate or turned off during studio hours. Phone conversations should be conducted outside the studio.

Stereos and other audio equipment are not permitted without full consent from the Instructor and other members of the studio floor.

5. Photography

In general, all photography and filming must be conducted without disrupting operations or limiting accessibility to exhibitions, stairwells, entrances/exits, high traffic areas and other locations of interest to guests.

For Visitors: Still photography is permitted for private, non-commercial use only. Photographs cannot be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited in any manner whatsoever. Video and voice recordings of any nature are prohibited. Studio Incamminati reserves the right, in its sole discretion, to withhold permission to photograph on its premises.

For Press: Members of the press and media may photograph within designated areas of the facility in order to promote the mission and purpose of, or report on newsworthy events involving Studio Incamminati. All members of the press and media must contact the Communications

Manager prior to arrival. A member of the Studio Incamminati staff must be present to escort members of the press and media through exhibitions and all other areas of the facility. Make arrangements with the Communications Manager at least 24 hours in advance to ensure availability. Incamminati reserves the right to approve final content for anything in which images of Studio Incamminati, its staff or students, or their artwork will appear. Courtesy copy of all final content shall be provided to Studio Incamminati for its use for internal and promotional purposes.

For Commercial Purposes: Commercial and special filming and photography arrangements are determined on case-by-case basis, and requests must be submitted at least one week in advance through the Communications Manager. Fees and charges may apply and vary for each arrangement; all are the sole discretion of Studio Incamminati. Studio Incamminati reserves the right to approve final content for anything in which images of Studio Incamminati, its staff or students, or their artwork will appear. Courtesy copy of all final content shall be provided to Studio Incamminati for its use for internal and promotional purposes.

6. Smoking

Smoking is not permitted in Studio Incamminati or in the Wolf Building. (Violators are subject to a \$100 fine).

7. Absences/Probation

Studio Incamminati reserves the right to require the withdrawal of any student whose educational development is unsatisfactory or whose conduct is deemed harmful to the Studio by the administration.

Students are required to be present at least 90% of their approved schedule. Students who do not meet these attendance requirements will receive written notification from the administration. If poor attendance continues, students will be asked to repeat classes, or a full year of the program, or be dismissed from Studio Incamminati. Student lateness will be recorded and prorated as absences.

8. Billing/Refunds

Tuition payments are due in full 30 days prior to the start of each semester. Payment options are available (refer to the Tuition Payment Policy document.)

Studio Incamminati accepts payments in the form of checks, money orders, Visa, MasterCard, American Express and the Discover Card.

If a student withdraws from the program in writing within the first week of the semester, (5 business days) a 75% tuition refund will be given. After the first week, no tuition refunds are issued. Registration fees are also non-

refundable. (Refer to the Tuition Payment Policy document for additional tuition policy information.)

9. Student Grievances

Students may address their grievance in writing to the Board of Directors, which meets six times per year. Grievances must be submitted to the Executive Director at least one month prior to the board meeting.

10. Student Evaluations

Students progress through the Professional Program is determined by mid and end of semester evaluations. The evaluations are done one-on-one with students and their instructors. These evaluations and the student's body of artwork produced in class determine the retention and advancement status of students into the next level/year.

II. STUDIO OPERATIONS

1. Hours of Operation

The Studio Administration Office is open 9 a.m. to 5 p.m., Monday through Friday, excluding holidays and semester breaks. Normal class hours are between 9 a.m. and 3:45 p.m., for day classes, and between 6 p.m. and 9 p.m. for evening classes. Lunch break is from noon to 12:45 p.m.

Holiday and semester schedules are posted on the bulletin board and the Studio Incamminati website. In the rare event of severe inclement weather, Studio Incamminati may elect to close or close early. Students can call 215-592-7910 by 7 a.m. (or at least 2 hours prior to the start of an evening or weekend class). A message on the answering machine will indicate if the studio is closed for the day (also it will be noted on the S.I. website.) If conditions are such that you are having difficulty traveling to Studio Incamminati, then call the Administrative office immediately.

2. Access/Security

All studio access points should be closed and locked at all times. Access codes for the fourth and fifth floor studio entrance are given to all Full-time Professional Program students. Codes must be kept confidential to protect the privacy and security of the Studio Incamminati community and other building tenants.

A key is available to any full-time student who undergoes a briefing on studio opening and closing procedures. Keys may not be duplicated or shared. Keys are returned at the end of the spring semester; lost keys are

subject to a \$35 replacement fee.

Students authorized to use the studio after-hours are responsible for completing all studio closing procedures, and must keep the studio doors locked while working after-hours.

All Studio Incamminati property must remain on the premises, including but not limited to still life props, lights, easels, books, artwork, etc.

Stealing Studio Incamminati's or another student's property is grounds for dismissal from the school.

Only Studio Incamminati instructors, staff or authorized exhibition committee members may handle or remove hanging works of art. Artwork hanging on the walls is fragile; please be aware of the potential for damage from items brushing against artwork.

Each student is assigned a taboret for personal use. All Full-time and Part-time Professional students will be assigned a locker for personal items. All Full-time students will have a shared rack for canvases and boards in the student storage room. Coats should be hung on the coat rack in the hallway. All storage areas listed above should be cleared at the end of each school year.

3. Class Procedures

Studio doors may not be opened during a model's pose. Students must wait until the model break to re-enter the studio at any time. Students who ignore this rule may be asked to leave the studio for the day. Repeated violations will result in expulsion from the class.

Students who are running late and would like their space saved may call the studio main number before 9:00 a.m. to inform the monitor. After 9 a.m., unclaimed spaces may be used by other students.

Monitors supervise the model and perform critical tasks such as setting the pose, taping positions and timing for model breaks. The monitor has the final say on the position of the model, lighting and easel placement. Monitors are also responsible for taking attendance and are the only ones to communicate with the models during a pose.

4. Closing

Students are responsible for cleaning up their area at the end of their session. All materials must be moved into taborets or assigned storage units, trash disposed of and floor mats picked up.

Still life draperies (with tape removed) and props must be returned to designated areas, and halogen lights turned off and unplugged after class.

Dishes, glasses or utensils should be washed and returned to the kitchen cabinets.

Unmarked and unclaimed materials left in the studio after hours may be disposed of by staff. (Studio sweeps are conducted on Friday afternoons.)

There is an established procedure for closing the studio at the end of the day. Students using the studio after hours are responsible for completing all studio closing procedures.

III. HEALTH AND SAFETY

1. Materials

Art materials recommended and approved for use at Studio Incamminati are described on class supply lists.

Use of the following items is prohibited in Studio Incamminati and anywhere indoors within the Wolf Building: turpentine, varnishes containing turpentine, charcoal powder, and fixatives.

2. Material Handling

Air filtration units must be used during regular class hours.

Solvents must be kept in containers with airtight lids. Solvents found open and unattended after class hours will be disposed of by staff.

Please clean up spills of solvents, paints and oils immediately and place cleanup materials in red oily waste can.

There are two studio double sinks to wash brushes and clean up after painting. The kitchen sink is reserved for food preparation and cleanup of eating utensils only.

3. Waste Disposal and Recycling

Red oil cans are designated for disposal of only oily materials such as solvent, paint, and oil soaked towels. Other trash such as paper cups and napkins are disposed of in the regular trash cans. Please attach a plastic bag or other waste container to your taboret for collection of oily waste, then dispose of in red oil cans at the end of the day.

Studio Incamminati recycles glass bottles, jars, plastic containers/bottles and empty paint or aerosol cans only. Materials for recycling are to be disposed of in the blue recycle containers located throughout the studio.

Use solvent to clean brushes of excess paint before washing them with soap and water in the sink. Solvent can be reused after allowing paint residue

to settle to the bottom of your container. After pouring off clear solvent, dispose of remaining sludge in the red oil container. Do not allow sludge to go into the sink. Toxic material found in excess in the pipes are subject to a heavy fine.

4. Lighting

Halogen lights used for lighting the model and still life setups get extremely hot. Please use caution when handling, for both yourself and the individuals around you. Halogen lights must not touch flammable materials, and may not be left unattended.

Only Studio Incamminati monitors, instructors and staff may handle lighting on the models. Safety lines on lighting should always be in use.

5. Emergency Evacuation

The following is the Wolf Building Fire Evacuation Procedure:

If you discover fire or smoke, sound the building fire alarm. Know the location of the alarm signal stations and how they operate.

The central station will notify the Fire Department when an alarm is transmitted by dialing 9-1-1.

When the fire alarm sounds, leave the building at once and close doors behind you. Proceed into the fire exit and leave the building by the stairs.

Do not use the elevators.

Feel doors before opening them. If it is hot or smoke is seeping in, do not open. If you become trapped in your office/studio and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone to call 9-1-1 and give the name and location of the building, the floor you are on and the room number.

If the door feels cool, open it cautiously. Be braced to slam it shut if the corridor is full of smoke or if you feel heat pressure.

If caught in smoke or heat, stay low where the air is better. Take short breaths through nose until you reach the fire exit.

Be sure to keep the fire exit doors closed at all times during daily operations so that smoke does not enter the stairway.

Fire exit drills are held during the school year. These drills will be prescheduled and all occupants will be notified in advance.

IV. AMENITIES

1. School Store

A limited number of supplies are available for purchase on-site at the school store located on the 5th floor. Store operation hours are posted on the store door.

2. Reference Library

Students are encouraged to use the reference library in the 5th floor studio, however, books should be handled with care and returned to their shelf. Books may not be removed from the library area.

3. Kitchen

The 5th floor kitchen sink is reserved for food handling only. Dishes, glasses and utensils must be washed after usage, and leftovers and waste disposed of promptly.

Perishable items must be removed from refrigerator by date posted on the refrigerator. Items to be saved should be clearly marked with name/date. Unmarked or old items will be disposed of on Friday afternoons.

4. Studio Telephone

A telephone, located by the main studio entrance on the 5th floor, is provided for student usage. It is intended for outgoing local calls only. The office number should be used for emergency contact only and should not be used for personal calls.

5. Studio Computer

A computer with internet access, located in the lounge on the 5th floor, is provided for student use.

6. Copier

The copier in the administrative office on the 4th floor is available for student with prior office approval. Black and white copies are 10 cents, color copies are 25 cents.

7. Parking

Nearby public parking is available for general rates of \$7-\$10 per day. Studio Incamminati does not have an affiliation with a particular lot.

STUDIO CALENDAR 2011/2012

2011

| | | |
|------------------|-------|--|
| <i>September</i> | 8 | First Day of Professional Program Fall Semester Level I 9 a.m.–3:45 p.m. Level II, III and IV noon–3:45 p.m. |
| | 19 | Fall evening/weekend programs begin |
| <i>October</i> | 14 | Studio Incamminati Gala “An Evening’s Adventure in China” at the Union League of Philadelphia, 6 p.m. |
| <i>November</i> | 24-27 | Thanksgiving break (no classes) |
| <i>December</i> | 10 | Fall evening/weekend programs end |
| | 12–17 | Fall evening/ makeup classes |
| | 23–31 | Winter break (no classes) |

2012

| | | |
|----------------|-------|---|
| <i>January</i> | 9 | Winter evening/weekend programs begin |
| | 20 | Fall Semester ends |
| | 23–27 | Winter workshops TBA |
| | 30 | Spring Semester Begin |
| <i>March</i> | 9 | Philadelphia Youth Orchestra event |
| | 24/25 | Open House for applicants |
| <i>April</i> | 5 | Winter evening/weekend programs end |
| | 6 | Spring Day classes begin |
| | 9 | Spring evening/weekend programs begin |
| <i>May</i> | 28 | Memorial Day (no classes) |
| <i>June</i> | 15 | Professional Program Spring Semester Ends |
| | 18 | Summer workshops begin |
| | 30 | Spring evening/weekend programs end |
| | TBA | Artist Gallery Exhibition |

** Updated Studio calendars are posted on the 5th floor student bulletin board.

Studio Incamminati

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Administration

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Studio Incamminati is recognized as a nonprofit organization under Chapter 501(c) (3) of the Internal Revenue Code. Official registration and financial information may be obtained from the PA Department of State by calling toll free, within PA 1.800.732.0999. Registration does not imply endorsement.

*Studio
Incamminati*
School for Contemporary Realist Art

Nelson Shanks, Founder & Artistic Director

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