



GCA Code of Conduct Guidelines

The Code of Conduct is applicable to all students, staff, faculty, resident artists, independent contractors and guests of Grand Central Atelier. The purpose of the Code of Conduct is to provide guidelines for appropriate behavior essential to the Grand Central Atelier community and its mission.

Grand Central Atelier (GCA) expects its students to display a serious work ethic and a sincere desire to learn the fine art training provided by the Atelier. Students are expected to respect themselves, other members of the community, and the Atelier itself. Students are expected to comply with all laws and rules set forth in the Code of Conduct. Students are expected to refrain from conduct that injures persons or property, impedes in any way the orderly operations of the Atelier, including studio instruction and programming or otherwise prevents the work of its faculty, staff, models, students or guests.

Conduct that is unbecoming of a GCA student and is in violation of the Code of Conduct will result in class removal and/or dismissal from current and future GCA programs and events. Instructors and Administration have the right to refuse admittance to classes, workshops, programs and events based on violation of this Code of Conduct.

Prohibited Conduct

Conduct that threatens the safety or security of the GCA community, or substantially disrupts the functions or operation of the Atelier is within the jurisdiction of this Code of Conduct regardless of whether the conduct occurs on or off site of the Atelier.

Unacceptable conduct includes but is not limited to the following:

1. Disrespecting the overall studio environment as well as each specific studio environment and tone established by the instructors' for their classes. Disrupting the instructors' process of giving each student individualized critiques in addition to any group demo's as well as their opportunity to take scheduled breaks and meals.
2. Taking a class, lecture, demo or workshop or attending without full term payment or agreed upon and adhered to payment plan with Administration. This does not apply to "free & open to the public events."
3. Disobeying the Model Etiquette Policies. See page #3.
4. Excessive absences, tardiness or early departures without prior approval of Faculty and Staff. Medical needs and concerns that prevent attendance should be discussed with Administration. Doctor's notes may need to be provided. When entering a studio late or while in session, please do so quietly and discreetly. Waiting for a break is often recommended.

5. Destruction or theft of GCA or student, staff, faculty, Resident Artist or gallery artists' property or work. Return all community library books when finished.
6. Destruction of GCA studio spaces and facilities. If something such as a chair, easel, tabouret, or faucet breaks from use or an accident, please alert the studio monitor and/or Administration for fixing and/or disposal.
7. Failure to observe cleaning and fire safety guidelines: Clean brushes and sculpture tools only in the slop sink. Dispose rags in designated red cans. If they are full, alert the studio monitor immediately. Use only odorless mineral spirits kept in small mouth jars that remain covered as often as possible. Dirty or spent mineral spirits should be disposed of in the large, red safe disposal containers in each studio. Turn off & unplug all heaters when finished.
8. Failure to keep studio, workspace and common areas tidy. Artists should pick up after themselves and leave the studio space ready for the next class, artists, and guests.
9. Failure to comply with the posted building/studio hours. Please be cleaned up in advance of closing times and respectful of closing staff.
10. Entering a Resident Artist studio without permission.
11. Taking photographs and/or the recording of instructors and artists at work or artist's work without their permission.
12. Conduct reflecting discredit on the professional ethical standards of GCA.
13. Harassment of any kind including, but not limited to, threats and sexual harassment to any member of the community and their guests.
14. Physical abuse on or off GCA property of the person or property of any member of the community.
15. Possession or usage of dangerous chemicals, explosives or fireworks or deadly weapons on GCA property or at a GCA event onsite or elsewhere.
16. Abusive behavior including the use of profanity directed toward staff, faculty, students, models, guests or visitors.
17. Throwing objects toward or at GCA staff, faculty, students, models guests or visitors.
18. Obscene, lewd, or indecent behavior at GCA or a sponsored function.
19. No smoking or drug use is permitted inside GCA premises. Working under the influence of illegal substances is not permitted.
20. Only those 21 & over may drink on the premises including any GCA, Eleventh Street Arts & rental events. Excessive intoxication and disruptive behavior resulting from the intoxication is not condoned. Be especially respectful when a model is posing on the stand in the studios.
21. Engaging in arson, blocking emergency exits, or falsely activating the fire alarm system/sprinklers.
22. Breaking into or unauthorized use of studio facilities and/or vehicles.
23. Disruption of the Atelier educational process, administrative process, or other sponsored event.

24. Refusal to follow instructions given by Atelier personnel that results or may result in bodily harm to oneself, other students, faculty or staff; including but not limited to emergency evacuation and requests to disassemble and vacate premises.
25. Violation of any published Atelier rules and regulations now or later in effect.
26. Sexual violence and misconduct. GCA prohibits any form of sexual violence, among students. Sexual violence includes domestic violence, dating violence, stalking incidents, or any forms of sexual assault or sexual misconduct. All incidents must be reported to the Administration. A fair, confidential and prompt investigation and hearing will occur that protects victims and promotes accountability. Please refer to the complaint and grievance process for more information. Possible sanctions for sexual abuse or violence may include but not be limited to dismissal from GCA.
27. Discrimination or harassment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status or citizenship status.

Model Etiquette:

Models are valued members of our community, some feel like family. No matter how experienced a model is, they all deserve our respect.

1. Aside from the class instructor, only the class monitor or a class-designated student should give the model corrections to a pose.
2. Do not speak negatively or behave inappropriately (including loud sighing, frustrated gestures) about a model in the studios and/or other GCA public spaces, even if you think the model is not in the room/building. We have very few spaces with walls and doors in our studios and sound carries. If models hear negative comments about another model, it can reflect poorly on all of us and that model may think he/she is also spoken about negatively. etc.
3. If there is an issue you feel needs to be addressed about a model, please discuss it with Administration, privately in the office. We will look into the issue and address it appropriately.
4. If you notice negative comments about a model getting posted on our social media accounts, please alert us immediately so we can take action/delete the comments. We try, but we can't always monitor it as closely as we'd like. Please also monitor your own accounts.
5. Unless you are a member of our faculty or a model coordinator, do not ask models directly for their personal contact information. It can put them on the spot. If a model has indicated they are open to sharing their information, please have the Model Coordinator (if it's a core class or workshop) or your class monitor (in your particular night/weekend class), contact the model to double check if it's ok and then they provide you with their information. Do not ask them in front of the model. The model coordinator and/or monitor may be emailing the model as opposed to asking in person.
6. Taking pictures while a model is posing nude or clothed on the stand is prohibited. If you wish to take a photo of your own work in process, wait until a break. Refrain from taking photos that can distract the class. The only exceptions are GCA Staff taking pictures for publicity with the model and classes' consent with nudity blocked from the frame, and if a model requests a photo for the model's portfolio taken with their own camera.

An inability to follow the code of conduct guidelines can result in removal from the program.

Definitions and Description of Key Terms

“GCA,” “Atelier” means Grand Central Atelier.

“Threat” means intent to do harm either verbally or physically, actual or implied

“Defacing,” means to disfigure or mar.

“Weapon” means firearms, including guns of any kind, firing or non-firing; knives, including switchblades, razors and daggers; brass knuckles; metal pipes or clubs of any kind. In addition, any item used in a threatening manner.

“Obstruction” means to block, pile debris, close off or cause hazard.

“Vehicle” means any student, faculty, staff, guest owned or rented bus, van, car, or courier.

“Dangerous Chemicals” include acids, gasoline, and any other flammable materials not issued by or sanctioned by the Atelier for studio instruction and work.

“Drugs” include non-prescription medication, street narcotics, marijuana and inhalants.

“Obscene or lewd behavior” includes public sex acts, prostitution or sexual solicitation, defecation, urination, personal bodily exposure, and nudity unless sanctioned by GCA in a classroom setting for model purposes.

“Atelier Property” or “Facility” means any Atelier owned or leased vehicles, building, and building contents including plumbing, office equipment, computers, software, electronics, furniture, instructional equipment as well as artwork of students, faculty, alumni, resident artists, gallery artists or invited guests.

“Harassment” includes, but is not limited to written, verbal, psychological or physical abuse, sexual suggestions or acts, or false accusations.

“Profanity” refers to derogatory gestures or words specifically directed towards students, staff, faculty, guests or visitors.

“Dating Violence” Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; (1) the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (2) For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

“Domestic Violence” refers to a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim. By a person with whom the victim shares a child in common. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner. By a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws or the jurisdiction in which the crime of violence occurred

“Stalking” refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.