Code of Conduct For Students, Faculty, Staff, Board, Models and Visitors

Toronto School of Art believes each person deserves the opportunity to learn and work in a positive environment. Small classes, approachable faculty and staff, proper safety precautions, and a wholehearted commitment to quality education are the hallmarks of this school. Every person has the opportunity and responsibility to create a respectful, safe school. Failure to act in a manner that acknowledges the rights and the dignity of each individual in the school community may result in sanctions, expulsion (without refund), or dismissal.

At TSA, each person has a right to expect a school environment free from:

- Harassment of any sort, including sexual, racial, or disability harassment
- Verbal Abuse including insults, threats to person or property, foul language, shouting, derogatory or discriminatory remarks
- Physical Abuse whether real, threatened, or implied by word or behaviour
- Unsafe Behaviour that may result in injury to a person(s) or damage to the facilities
- Intoxication of any sort by any person attending, teaching, or visiting the school

At TSA, each person has a right to expect:

- Classes to begin and end at the posted or agreed upon time;
- Classes to be free from disruption including latecomers, and cell phones;
- An environment that allows faculty and students to focus on the work of the class; chatting during in-studio work time is discouraged as it can be distracting for others.
- Criticism of work to be delivered in the spirit of productive, positive, useful feedback;
- Prompt and courteous responses to concerns and complaints with action taken when necessary;
- Acceptance of the diversity of the opinions, appearance, work, and values within the school.

At TSA, each person has a responsibility to:

- Behave at all times in a respectful and courteous manner towards others;
- Come to class prepared to work and allow others to work;

- Clean up their own materials and share in cleaning the studios after use;
- Participate in keeping the school a safe environment by locking doors, reporting hazards, and looking out for others;
- Inform faculty, staff, or the Board promptly of any concerns or issues.

COVID-19 Protocols

- TSA will continue to be vigilant regarding COVID-19, and will ask that all who participate in our building be respectful of one another in helping to prevent its spread.
- Masks are not currently required while in the building, however, all students, staff and faculty are encouraged to wear masks if they require increased protection or may possibly be symptomatic.
- Anyone who suspects that they have COVID-19 is asked to test and if positive, to follow updated Ontario government health guidelines as to attending classes.
- It is understood that government regulations and health policies may change due to the evolving nature of COVID-19. TSA will update our policy as new regulations arise.

Code of Conduct for Classes With Models

- You can expect that your model is an experienced professional here to help you. Getting to know their name at the beginning and thanking them for their hard work at the end of class will help build a positive relationship.
- If you are uncomfortable with unclothed or clothed models, please discuss this with your instructor - if possible beforehand.
- Address any problems you may have with model moving, the pose, etc. to the instructor, not the model.
- Under no circumstances should any student touch the model, make comments or exhibit behaviour that could be considered as inappropriate or sexual harassment. Requests to adjust any element connected to the model (such as pose, drapery, or props) must be addressed to the instructor and not the model.
- If you feel a need to tell models that you like their work, tell them by making a comment about the poses, e.g. “Great gestures”. Do not comment on their bodies. TSA will not tolerate an atmosphere in which objectification and sexualization become factors. Remember, the nature of their work is their poses, not their bodies.
- Models and students alike, who are uncomfortable with any inappropriate behaviours on the part of any person in the studio should talk to the instructor. It is their job to mediate any questionable situation. In Open / Life Drawing Without Instruction, please help the model, monitor, and fellow participants create a professional environment by following the guidelines set out in this document.
- No walking on the model stand. It needs to be kept as clean as possible.

- Talking, cell phones and especially whispering, are highly distracting and insulting to a model who is posing for you and needs to concentrate.
- Photography via camera or cell phone for any reason is strictly prohibited in the studio unless otherwise properly facilitated by the instructor with the model's consent. The intent (ie. student reference material, documentation, promotion) for photography should be clearly discussed with all parties and agreed upon.
- Do not leave the studio while a model is posing as scraping furniture and clanging doors are also distracting. Models take frequent breaks, so try to anticipate. If leaving is unavoidable, close the door behind you to minimize noise.
- Any student unable to comply with these requests will be asked to leave for the duration of the class.

Toronto School of Art has a Sexual Harassment Policy, a copy of which is available in the office. Complaints of sexual harassment are taken seriously and if necessary a formal complaint will be laid.