

Campus Safety

Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to Campus Security Authorities (CSA) immediately
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, cameras, computers, etc.) unattended.
- Carry your keys with you at all times and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.
- Never prop the door open.

Student ID Cards

Each student at the San Francisco Film School is issued a Student Identification (ID) Card. Your ID card serves as proof of status and provides access to the campus.

All students must maintain and carry a current ID card for the entire period that they are affiliated with the school. You are responsible for the care and safekeeping of the ID card, and it should be protected and carried at all times. Protecting the ID card reduces the risk of abuse related to privileges and funds associated with the ID card and extends the life of the card. No one other than the student to whom the card is issued is to use the ID card, and the card is the property of the San Francisco Film School and may be revoked at any time by the School. The Administration Office staff will dispose of any invalid ID cards.

Procedure

1. Obtaining the Student ID Card

The initial Student ID card is issued when the student starts school. This card is issued by the Chronicle Building Security.

2. Reporting a lost or stolen card

If you've lost your ID card, you report it as soon as possible. Placing a card on "lost" status protects you by de-activating the associated ID card. Report a stolen card to the Administrator either in person or by calling 1-415-824-7000. To report a lost card, speak directly with the Administration Office during normal office hours. Once the card is reported as lost, it cannot be used by anyone until it is re-activated or is replaced by a newly printed card.

3. Replacing a Missing or Damaged ID Card

If the most recently issued ID card becomes unusable due to normal wear and tear, it will be replaced.

You can get a replacement ID card from the Administration Office during normal office hours Monday through Friday. The process of having a new ID card printed permanently de-activates the most recently issued card, and the Administration Office staff will dispose of any invalid ID cards.