

Student Code of Conduct

Rules of Operation and Student Conduct

Students are expected to attend classes, labs, and exams on time. They are expected to read and abide by the FilmSchoolSF student handbook. Film School SF expects students to display honesty, integrity, and professionalism in every aspect of their behavior and work at school. Students are expected to respect themselves, other members of the community, and the school itself.

Students are expected to comply with all laws and rules set forth in the Student Code of Conduct. Students are expected to refrain from conduct that injures persons or property, impedes in any way the orderly operations of the school, including classroom instruction, or otherwise prevents the work of its faculty, staff or students. Conduct that is unbecoming of a Film School SF student and is in violation of the Code of Conduct will result in disciplinary action, up to and including summary dismissal from school.

Conviction of a criminal offense is sufficient grounds for termination, as are destruction of property, cheating, disruptive behavior, or dishonest behavior. Termination will be determined by a quorum of the FilmSchoolSF owner or designated representative, director of education, and director of the program in which the student is enrolled. Students are expected to exhibit good taste and discretion. Clothing expressing extreme or hate speech is not permitted. FilmSchoolSF may terminate the enrollment of any student whose conduct is detrimental to the academic environment or the wellbeing of other students, faculty, or staff.

FilmSchoolSF is a drug-free environment. Illegal drug use in FilmSchoolSF facilities is prohibited and may be grounds for immediate termination. Alcohol consumption is prohibited in FilmSchoolSF facilities, and students under the influence will be asked to leave, and probation or termination may follow.

Students Responsibilities

- Read, understand, and adhere to student handbook rules and regulations
- Keep copies of all school forms that you sign
- Notify FilmSchoolSF administration about any changes in information submitted when applying
- Provide such documentation as the school requires regarding prior education
- Understand the FilmSchoolSF refund policy
- Know course, program, and completion requirements

The Student Code of Conduct is applicable to all students taking coursework at San Francisco Film School. The purpose of the Student Code of Conduct is to provide guidelines for appropriate student behavior essential to San Francisco Film School community and its educational mission.

Prohibited Conduct

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

Unacceptable conduct includes but is not limited to the following:

- Violation of Copyright, cheating or plagiarism in connection with an academic program at school. (Plagiarism may be defined as “literary theft;” i.e., the presentation and passing off as one’s own the ideas, words, or writings of another.)
- Forgery, or knowingly furnishing false information to the school or any school employee.
- Forgery or identity theft.
- Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
- Auditing classes or attending without full payment.
- Conduct reflecting discredit on the professional ethical standards of the school.
- Harassment of any kind including, but not limited to, threats and sexual harassment.
- Physical abuse on or off campus property of the person or property of any member of the campus community.
- Possession or usage of fireworks, explosives, dangerous chemicals or deadly weapons at school.
- Abusive behavior including the use of profanity directed toward school staff, faculty, students, guests or visitors.
- Obscene, lewd, or indecent behavior on campus or at a school sponsored function.
- Hazing or false imprisonment.
- Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on school property or at school sponsored student events.
- Possessing, distributing, manufacturing, or using alcohol on school property or at school sponsored student events.
- Engaging in arson, blocking emergency exits, or falsely activating the fire alarm system.
- Theft of school property, or assisting in storing or knowingly using stolen school property, as well as the non-return of borrowed (checked-out) Film School SF equipment.
- Misuse of the school computer system including hacking into school computer records, or knowingly sending computer bugs or viruses electronically.
- Refusal to follow instructions given by school 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.
- Violation of any published San Francisco Film School rules and regulations now or later in effect.
- Sexual violence and misconduct. Film School SF prohibits any form of sexual violence on its campus. 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 President at 415-824-7000. A fair, confidential and prompt investigation and hearing will occur that protects victims and promotes accountability. Possible

sanctions for sexual abuse or violence may include but not be limited to dismissal from San Francisco Film School.

Definitions and Description of Key Terms

- School refers to San Francisco Film School.
- “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.
- “Dangerous Chemicals” include acids, gasoline, and any other flammable materials.
- “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.
- “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.