



South Gate Creative Writing School

The art and business of storytelling



Student Code of Conduct **2023**



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Introduction

South Gate Creative Writing School (SGS) aims to provide all of its students with the support and guidance they need to achieve success within the field of creative writing. The Student Code of Conduct sets out the standard of conduct the school expects of its students so that everyone can undertake their studies in a supportive and non-threatening environment. The Student Code of Conduct also deals with academic misconduct as well as the procedure for handling such misconduct.

The following chapters list and explain the rights, responsibilities, and rules governing student conduct at SGS, as well as procedures for handling any misconduct. Students violating any of the following are subject to disciplinary action. All sanctions imposed by the student conduct system must be adhered to, or additional sanctions may be levied.

Please report any incidents directly to the Director or your Student Representative



Alcohol and Other Drugs

The unlawful possession, use, purchase, or distribution of alcohol on SGS property or as part of any school-related activity is prohibited unless stated otherwise. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia- or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed- is prohibited on SGS property.

Assault, Endangerment, or Infliction of Physical Harm

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community or any act that threatens the use of physical force is forbidden. Conduct- whether reckless or intentional- that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm and is subject to disciplinary action, whether or not the risk is realized. The director will review the conduct and the circumstances in which it occurred and decide whether it falls under a minor or major adjudication. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanction.

Bullying, Intimidation, Harassment, or Discrimination

Bullying

Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended or any reasonable person should know would cause physical or substantial emotional harm to another student or group of students. Bullying conduct may have a negative effect not only on the individuals targeted but also on others who observe the conduct. Bullying is prohibited, and participating in such acts will result in disciplinary action. The director will review the conduct and resolve the matter. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a community member's education, employment, or full enjoyment of the school or school environment.
2. Creating a threatening or intimidating environment.
3. Substantially disrupting the orderly operation of SGS.

Intimidation

Intimidation should be reported to the director. Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-



being, constitutes intimidation, is prohibited, and will result in disciplinary action. Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be subject to disciplinary action.

Discrimination and Harassment

Discrimination should be reported to the director directly. Discrimination, including harassment based on a protected class, is defined as unreasonable, unwelcome conduct that is based on things such as an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, or disability. This type of discrimination can occur in any form and can be directed at individuals or groups. When appropriate, minor infractions can be resolved informally and with remedial steps, including training, counseling, or mediation. When this discrimination objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person's educational opportunities, peaceful enjoyment of residence and community, or terms of employment, it is subject to disciplinary action, up to and including expulsion/ dismissal. In all cases, SGS encourages individuals to seek support and assistance as soon as discriminating conduct occurs. Before any conduct can be considered for the student conduct process, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of discrimination.

Disorderly Conduct

Students at SGS have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means. These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and/or essential operations of the school. Disorderly conduct is not permitted.

Violation of the orderly operation of SGS includes but is not limited to:

1. Excessive noise that interferes with classes, offices, neighbors, or other campus and community activities.
2. Unauthorized entry into or occupation of a private work area.
3. Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events.
4. Failure to maintain clear passage into or out of any SGS building or passageway and/or workspace.
5. Failure to disperse when a building, office, or campus space is closed.
6. Other conduct that disrupts the normal operations of the school.

Events and Parties

Events SGS defines an event as an academic, intellectual, cultural, and/or social gathering that is open to all or a registered group of current SGS students in a designated campus space in which alcohol may/may not be present for the entirety of the event.

Parties SGS defines a party as a social function where alcohol may be served in a



designated campus space, and more than five (5) students are present. Underage drinking is prohibited. A party may be held on- or off-campus and may only be sponsored by SGS students. All parties held on campus are automatically subject to this policy. If an individual and/or organization holds a party off-campus, they may be subject to the student code of conduct and/or Danish law. If held off campus, a party becomes subject to this policy if either of the following conditions are met:

1. The party is funded or sponsored by SGS. This includes expenses that are reimbursed at a later time.
2. The social function is broadly advertised on campus in such a way as to invite student attendance. This includes verbal, written, or electronic personal invitations to individual students.

Failure to Comply

SGS expects students to comply with the directions of law enforcement officers or school officials acting in the performance of their duties. Furthermore, the school expects students held responsible for student code of conduct violations to fully comply with all disciplinary sanctions imposed by the school. A responsible student's failure to comply with imposed sanctions or any related directions of a school official in the performance of their duties will be subject to further disciplinary action.

False Representation and Academic Misconduct

False Representation

Students providing the school with false information or misrepresenting themselves is seen as a violation of the student code of conduct. However, a student may not knowingly provide false information or make misrepresentations to the school. Thus, every case must be examined individually by the director. In addition, the forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

Academic Misconduct

Academic misconduct is defined as any action or omission by a student that has the potential to give an unfair advantage in any assessment and includes:

1. Offenses relating to formal written invigilated examinations
2. Offenses relating to assessed work other than written examinations, that is, everything the students are asked to produce, such as written coursework, practical work, documentaries, film projects, all online projects, assessments undertaken online, etc.

Each case of academic misconduct will be assessed by the director and the instructor of the class/ workshop. Thus, any academic misconduct, such as plagiarism, is strictly forbidden in any shape or form, such as copying the work of another person with or without that person's knowledge or agreement and presenting it as one's own. A student whose case is to be considered by the director and/or the individual instructor will receive a written notice and later be called to a meeting where they get the opportunity to plead their case. Penalties for



academic misconduct range from failing a student in part or all his/her assessment(s), to recommending expulsion of the student in the most extreme cases.

It is a fundamental principle that students are assessed fairly and on equal terms. Any attempt by a student to gain an unfair advantage over another student in the completion of an assessment or to assist someone else to gain an unfair advantage shall be considered academic misconduct.

Fire Safety

Open flames, including the burning of candles, incense, or other unauthorized objects, are not permitted on campus or any other unauthorized area of campus. Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment are prohibited and are a violation of Danish law. Any student who causes an alarm to be set off for improper purposes may be liable for the expenses incurred by the fire department(s) in responding to the alarm, in addition to any fines, charges, or sanctions that may be applied for violation(s) of this policy.

Students are financially responsible for damages resulting from reckless conduct or violation of this policy. Any student in violation of SGS's fire safety rules (e.g., unauthorized candle/incense/object burning, tampering with fire safety equipment, etc.) may be subject to restitution and replacement costs, a fine, adjudication through the student conduct process, or other reasonable resolution as deemed by the director.

Smoking

Smoking is prohibited in all indoor spaces throughout SGS, including meeting rooms, lounges, office, and classrooms. Please use the outside designated spaces for smoking. Altering smoke detectors creates danger for all building occupants and will be met with disciplinary action. However, smoking is allowed outdoors.

Theft and Vandalism

Theft, negligent, intentional, or accidental damage to either personal property or the property of SGS is prohibited, as is possession of stolen property. Restitution will be charged to the appropriate student(s) and may warrant SGS disciplinary action and fines. Administrative fees will be added if students do not comply by the end of the semester.

For damage that occurs during a student event for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization will be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

Unauthorized Entry, Access, or Use of the School's Facilities or Service

Unauthorized entry into or presence within the admin office and storage rooms is prohibited, even when unlocked. Presence within the common areas is allowed unless otherwise specified. Common rooms refer to all rooms, with the exception of the admin office and storage rooms.

Tampering with locks to SGS, unauthorized possession or use of SGS's keys, and alteration or duplications of keys are against SGS policy. Participation in any of these activities may subject a student to fines and/or further disciplinary action. Unauthorized use of SGS



facilities is also prohibited.

Weapons and Firearms

No student may possess or use a firearm on SGS property or its environs. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns, and all ammunition or hand-loading equipment and supplies for the same, are not allowed and are in violation of Danish law. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on SGS property or its environs. Items such as knives that could be viewed as weapons are forbidden.