

South Bay Massage College

Student Code of Conduct

Students are expected to adhere to and practice the Student Code of Conduct while attending South Bay Massage College (“SBMC”).

Misconduct leading to disciplinary action includes without limitation:

1. Actions, behavior, oral and/or written statements, that threaten or violate the personal safety of any SBMC student.
2. Disruptive behavior or actions that hinder or interfere with the educational process.
3. Failure to comply with any reasonable directive from faculty or staff.
4. Violation of any applicable professional code of ethics or conduct.
5. Harassment, sexual or otherwise, that creates a hostile or offensive educational environment for any student, staff, or faculty member.
6. Hazing, defined as any action that recklessly or intentionally endangers the mental health or physical safety of a student.
7. Stalking or persistently pursuing another student, staff, or faculty member.
8. Carrying of any concealed or non-concealed weapons on campus, at campus events, or while meeting with campus faculty or staff.
9. Using, distributing, or being under the influence of alcohol or illegal drugs.
10. Failure to maintain confidentiality and respect for the privacy of personal or professional information communicated in regard to clients, fellow students, and faculty and staff.

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Violation of Academic Integrity as described below...

Academic Integrity: Students are expected to maintain a high standard of academic integrity. Work that is not of the student's own creation will receive no credit.

Lying: The act of lying is to intentionally provide false information or a false statement with the purpose of misleading; or with irresponsible regard for the truth. Lying in both academic and non-academic activities is not permissible.

Cheating: Cheating is acting dishonestly in order to gain an unfair advantage. Cheating includes giving or receiving unauthorized assistance from another source on any assignment, quiz, or exam.

Stealing: Stealing is the act of removing another's possessions without permission and with no intention to return the stolen possessions to the rightful owner.

Respect for SBMC Policies, Rules and Regulations. Students are expected to adhere to the policies, rules and regulations.

Student Property: Students are also expected to respect the property of others, including staff, and faculty. Students observed deliberately damaging or defacing the property of others shall be responsible for the costs of the damages resultant from the unacceptable action or behavior.

Illegal Substances: The use of illegal drugs and alcohol is not permitted on the campus, including the abuse or misuse of prescription drugs.

Sexual Assault and Harassment: Students shall refrain from using language or acting in a manner that is disrespectful or inappropriate towards other students.

Classroom Conduct: SBMC students shall behave respectfully toward their instructors and peers. Students will make a best effort not to interrupt their classmates or instructors during discussions; make fun of other students or the views expressed by other students, or otherwise disrupt the learning environment. It is in the interests of students and instructors to maintain the best possible environment for learning.

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Disciplinary Action Procedure for Alleged Student Code of Conduct (“SCC”) Violations

1. Allegation of SCC Violations

- a. An alleged violation of the SCC shall be subject to a fair and impartial review process.
- b. An alleged violation of the SCC shall be forwarded in writing to the School Director for initial review. A summary of any initial evidence available that provides support for, or against the allegation, shall also be attached to the written allegation.
- c. Each alleged violation of the SCC shall be investigated in a prompt and reasonable manner.
- d. Upon initial review by the School Director, the alleged violation will be either:
 - i. Dismissed without warning
 - ii. Dismissed with warning
 - iii. Subject to further investigation
 - iv. Subject to criminal prosecution

2. Further Investigation

- a. An allegation of SCC violation becomes subject to further investigation based upon the nature and severity of the allegation and nature and strength of the initial evidence that provides support for or against the allegation.
- b. All parties to an alleged SCC violation shall be interviewed by the School Director.
- c. In the course of further investigation, evidence shall be gathered when possible, to include physical evidence (if any) and written affidavits from witnesses (if any).
- d. Interviews of the parties involved in an allegation of SCC violation shall be conducted one-on-one and separately initially, and then in a group as appropriate, in the discretion of the School Director.

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- e. The interviewer shall remain impartial to the best of his or her ability, until all parties to the SCC allegation have been heard, and until all of the evidence for and against the SCC allegation has been reviewed and considered.
- f. Upon conclusion of the investigation, the School Director shall provide a summary in writing of the result of the investigation.
- g. While an alleged violation of the SCC is under further investigation, a student may be temporarily suspended from attending classes or from visiting the SBMC campus until conclusion of the investigation, in the discretion of the School Director.
- h. Investigation of an alleged violation of the SCC is fluid and may or may not require further notification or further action, depending upon the nature and severity of the allegation, definitive nature of the evidence (if any), affidavits from witnesses (if any), and other factors involved in the investigation.

3. Notification

- a. When conclusion of further investigation warrants written notification, the student charged with an SCC violation shall be notified of the specific charge(s) in writing through a “Notice of Student Code of Conduct Violation” letter sent via certified mail (return receipt requested), or through other comparable means in the discretion of the School Director, and shall be provided ten (10) calendar days to provide a written response to the School Director.
- b. Failure by the student to respond to the “Notice of Student Code of Conduct Violation” letter may result in immediate suspension from SBMC, or immediate dismissal.

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5. Sanctions

a. A student found guilty of an SCC violation may be subject to the following sanctions in order of severity, and in the sole discretion of SBMC:

- i. Warning
- ii. Temporary suspension from SBMC
- iii. Expulsion from SBMC
- iv. Criminal investigation

b. No action shall be taken against a student found not guilty of an SCC violation.

My signature below certifies that I have read, understood and agreed to the South Bay Massage School Student Code of Conduct Policy and that the institution's policies have been clearly explained to me.

Student Signature _____ Date Signed _____