



InFocus Film School
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Student Dismissal Policy

Policy:

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at InFocus Film School. If necessary, students should request clarification from the Executive Director.

Code of Conduct

While on InFocus Film School premises or in the course of activities or events hosted by InFocus Film School students:

- must comply with all applicable InFocus Film School policies, including the Attendance Policy;
- must treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behaviour;
- must not steal, misuse, destroy or deface InFocus Film School property;
- must not consume, possess or distribute alcohol or controlled or restricted substances; and
- must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the institution.

Procedure:

1) All concerns relating to student misconduct shall be directed to the Executive Director. Concerns may be brought by staff, students or the public.

2) The Executive Director will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Executive Director will meet with the student as soon as is reasonably possible.

- 3) Following the meeting with the student, the Executive Director will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The Executive Director will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were unsubstantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the student a warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Recommend that the student be dismissed from Pull Focus Film School
- 6) The Executive Director will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
- 7) If the student is issued a warning or placed on probation, the Executive Director and the student will both sign the written warning or probationary conditions and the student will be given a copy. The original document will be placed in the student's file.
- 8) If the recommendation is to dismiss the student, two members of the board, other than the Executive Director, must review the recommendation and accept or reject it. If the recommendation is accepted by the two members of the board, the Executive Director will meet with the student to dismiss him/her from study at the institution. The Executive Director of the institution will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, in accordance with PCTIA Bylaw 37.5. If the recommendation is rejected by the two board members, the Executive Director will follow steps 5 through 7, above.
- 9) If a refund is due to the student, InFocus Film School will ensure that a refund is forwarded to the student within 30 days of the dismissal.
- 10) If the student owes tuition or other fees to the institution, InFocus Film School will undertake collection of the amount owing.