



InFocus Film School

Student Code of Conduct and Dismissal 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 as agreed to in the student enrollment contract;
- Must treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behavior;
- Must not steal, misuse, destroy or deface InFocus Film School property, or any InFocus Film School employee, teacher, or student's property;
- Must not consume, possess, distribute, or be under the influence of any illegal or restricted substances;
- Must not consume, distribute, or be under the influence of alcohol (except in the case of after-hours events where alcohol is distributed with a valid liquor license); and
- Must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal law, 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.
2. The Executive Director will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint.
3. 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. In the event that a student has assaulted or physically abused another student or staff member, or that a student has vandalized or intentionally damaged student, staff, or InFocus Film School's property, police will be notified and legal action may be taken.
4. Following the meeting with the student, the Executive Director will conduct whatever further inquiry or investigation is necessary to determine whether the concerns are substantiated. At the Executive Director's discretion, the student may be suspended from InFocus Film School while the investigation takes place.



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5. Any necessary inquiries or investigations shall be completed within a reasonable time of the initial meeting with the student.
6. The Executive Director will meet with the student and do one of the following:
 - a. Determine that the concern(s) were unsubstantiated; or
 - 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 InFocus Film School
7. 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.
8. 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.
9. If the recommendation is to dismiss the student, the InFocus Film School Board of Directors will review the recommendation. If the Board accepts the recommendation, the Executive Director will meet with the student to dismiss him/her from study at the institution. The Executive Director will deliver a letter of dismissal to the student along with a calculation of refund due or tuition owed in accordance with InFocus Film School's Tuition Refund Policy. If the Board rejects the recommendation, the Board will outline probationary conditions to be set. The Executive Director will follow steps 7 through 8, above.
10. If a student is dismissed and a refund is due to the student, InFocus Film School will ensure that the refund is forwarded to the student within 30 days of dismissal. If the student owes tuition or other fees to the institution, InFocus Film School will undertake collection of the amount owing.