



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 enrolled at InFocus Film School, when on InFocus property, or in the course of activities or events hosted by InFocus Film School, the student:

- Must comply with all applicable InFocus Film School policies as agreed to in the student enrollment contract;
- Must act in a professional and respectful manner; behave at InFocus as you would in a real workplace;
- Must dress professionally and not wear clothing that is overly-revealing or clothing with offensive text, slogans, or images. For safety, closed-toe shoes must be worn at all times while on set;
- Must treat all others with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behavior;
- Must not interfere with or negatively impact the education of any other student or the normal business operations of InFocus;
- Must not steal, destroy, deface, intentionally damage or otherwise misuse InFocus Film School property, or the property of any others;
- Must not allow unauthorized access to the InFocus Campus through the copying of keys, distribution of key codes, or any other means;
- Must not plagiarize, cheat, or present another's work as their own;
- 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 cannabis or cannabis products;
- Must not consume, distribute, or be under the influence of alcohol (except in the case of after-hours, 19+ 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, bylaw, statute or regulation.

Discipline and Dismissal Procedure:

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.

1. All concerns relating to student misconduct shall be directed to the Executive Director.
2. The Program Manager (or an assignee) will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint.



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3. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Program Manager will meet with the student as soon as is reasonably possible.
4. Following the meeting with the student, the Program Manager will report to the Executive Director. The Executive Director will conduct or direct 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. If it appears that a student has committed acts assault, theft, vandalism, or other serious crimes, police will be notified and legal action may be taken.
5. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
6. Once all investigations are complete, the Program Manager 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. InFocus Film School 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 Program Manager 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. If the student was suspended from class, it is the student's sole responsibility to catch up on any class work missed.
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 Program Manager will meet with the student to dismiss him/her from study at the institution. InFocus Film School 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.
10. 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.
11. 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



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student owes tuition or other fees to the institution, InFocus Film School will undertake collection of the amount owing.