



## **DISMISSAL AND CODE OF CONDUCT POLICY**

### **Responsibility**

Senior Educational Administrator

### **Policy**

Story Institute expects employees, contractors, and students to meet and adhere to a Code of Conduct while participating in any of the programs at the school. This list outlines the Code of Conduct that everyone is expected to follow. Standards of the Code of Conduct are not limited to the list below, and should anyone request clarification on the items listed or items not listed (but which may fall within the parameters of this policy), they should contact the Senior Educational Administrator for further vivification.

- Treating all employees, contractors, and students with respect.
- Refraining from any disruptive or offensive behavior anywhere within the school.
- Refraining from cheating or plagiarism in completing class assignments.
- Treating school property with respect.
- Refraining from bringing weapons of any kind (i.e. knives, guns) to school.
- Completing all assignments and examinations on the scheduled completion dates.
- Refraining from bringing any alcohol or any prohibited mood-altering substances to the Institution.
- Refraining from making inappropriate remarks concerning another student, employee or contractor's ethnicity, race, religion or sexual orientation.
- Refraining from any other conduct which is determined to be detrimental or damaging to the other students, instructors, staff members or the school.

Anyone not meeting the expected Code of Conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period.

- Sexual assault
- Physical assault or other violent acts committed on or off campus against any student
- Verbal abuse or threats
- Vandalism of school property
- Theft
- Intoxication of being under the influence of non-prescribed drugs



## Procedure

1. All concerns relating to misconduct shall be directed to the Senior Educational Administrator. Concerns may be brought by employees, contractors, students and/or the public.
2. The Senior Educational Administrator will arrange to meet with the person with 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 Senior Educational Administrator will meet with the individual(s) as soon as practicable. The Senior Educational Administrator will document the conversation in the school's Incident Form. A copy shall be given to the employee, contractor, or student, a copy will be placed in the school's Incident Form File, and the original will be placed in the Employee File, Contractor File, or Student File.
3. Following the meeting with the person with the concern(s), the Senior Educational Administrator 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 Senior Educational Administrator will meet with the employee, contractor, and/or student and do one of the following:
  - Determine that the concern(s) were not substantiated
  - Determine that the concern(s) were substantiated, in whole or in part, and either:
    - Give the student/employee/contractor a warning setting out the consequences of further misconduct;
    - Set a probationary period with appropriate conditions; or
    - Recommend that the student/employee/contractor be dismissed from the Institution.
- The Senior Educational Administrator will prepare a written summary of the determination in the Incident Form. One copy shall be given to the employee, contractor, or student; a second copy shall be placed in the school's Incident Form File; and the original shall be placed in the Employee File, Contractor File, or Student File.
6. If the individual(s) is/are issued a warning or placed on probation, the Senior Educational Administrator and the individual(s) involved will sign the written warning or



probationary conditions and everyone will be given a copy. The original document will be placed in the Employee File, Contractor File, or Student File.

- If the recommendation is to dismiss the individual(s), the Senior Educational Administrator will meet with the individual(s) to dismiss them from the school.
- If a student is dismissed, the school will then provide a dated Early Exit Letter outlining the school's Tuition Refund Policy. If a refund is due to the student the Senior Educational Administrator will notify the Accounting Department to cut a refund check and send out via mail within 30 days of dismissal.
- If the student owes tuition or other fees to the school, the Senior Educational Administrator will undertake the collection of the amount owing.