

CANNABIS & SUBSTANCE USE POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: CANNABIS & SUBSTANCE USE POLICY

Institution: Story Institute

Effective Date: September 25, 2026

Revision Date: September 25, 2026

Responsibility: Senior Educational Administrator, Educational Administrators and Instructors

Applies To: All Story Institute students, instructors, staff, contractors, volunteers, guests and other persons participating in Story Institute activities.

1. PURPOSE

Story Institute is committed to maintaining a safe, professional and learning-focused environment. Students, employees, contractors, instructors, volunteers and guests must not attend, work, teach, participate in, or operate equipment while impaired in a manner that creates a safety, conduct, or learning concern.

2. SCOPE

This policy applies to alcohol, cannabis, non-prescribed drugs, and other substances that may impair a person's ability to safely and appropriately participate in Story Institute activities. Lawful prescribed medication is not prohibited; however, impairment that creates a safety concern remains subject to reasonable safety measures and applicable accommodation obligations.

3. PROHIBITED CONDUCT

- Consuming, smoking, vaping, possessing, distributing, selling, or sharing non-medical cannabis or illegal drugs on Story Institute premises or during Story Institute activities, except where expressly permitted by law and institutional authorization.
- Attending class, work experience, employment, a school event, or other Story Institute activity while impaired to a degree that creates a safety, learning, professional-conduct, or operational concern.
- Using alcohol, cannabis, or another impairing substance during a Story Institute activity where doing so creates a safety or professional-conduct concern.
- Operating a vehicle, equipment, or undertaking a safety-sensitive activity while impaired.
- Providing alcohol, cannabis, or an illegal or impairing substance to another student or participant in connection with Story Institute activities.
- Attempting to conceal impairment or refusing reasonable safety directions where impairment is reasonably suspected.

4. MEDICATION AND ACCOMMODATION

Story Institute recognizes that students and employees may use prescribed medication or may require accommodation related to disability, medical treatment, or substance-use disability. A prescription does not authorize unsafe impairment, but the institution will consider reasonable accommodation obligations before taking adverse action where accommodation is relevant.

Students or employees who require accommodation should contact the appropriate educational or administrative representative. Medical information will be handled on a need-to-know basis and in accordance with applicable privacy requirements.

5. REPORTING A CONCERN

A person who reasonably believes that another person is impaired or that substance use is creating a safety concern should report the concern to Story Institute Administration or the person's supervisor. Reports should focus on observable conduct and safety concerns rather than assumptions about a person's medical condition.

6. IMMEDIATE SAFETY MEASURES

Where there is a reasonable safety concern, Story Institute may direct a person to stop participating in an activity, leave a class or work area, refrain from driving, arrange safe transportation, or take other reasonable interim measures. Interim measures are protective measures and are not, by themselves, findings of misconduct.

7. INVESTIGATION PROCESS

1. Receipt and Initial Review

Story Institute will document the concern and assess the immediate safety issue, applicable policy, and whether interim measures are reasonably necessary.

2. Notice of the Concern

Where appropriate and subject to privacy and safety limitations, the person whose conduct is being reviewed will be informed of the concern and given sufficient information to understand the issue.

3. Information Gathering

Story Institute may review relevant records, communications, observations, incident reports, witness information, and other reasonably relevant evidence.

4. Opportunity to Respond

The student or employee will be given a reasonable opportunity to provide relevant information and explain circumstances before a final determination, subject to urgent safety requirements.

5. Determination

Story Institute will determine, based on the information reasonably available, whether a policy breach occurred and what response is appropriate.

6. Outcome and Documentation

Any corrective or disciplinary outcome will be proportionate to the circumstances and documented in accordance with the applicable student or employee process.

8. CONSEQUENCES

For students, substantiated violations may result in education, warning, conduct conditions, probation, restricted participation, suspension, or dismissal under the Student Dismissal and Code of Conduct Policy. For employees or contractors, consequences may include corrective action or discipline under applicable employment or contractual processes.

The response may consider seriousness, intent, actual or foreseeable harm, safety risk, previous concerns, cooperation with the investigation, mitigating or aggravating circumstances, and relevant accommodation obligations.

9. NO RETALIATION

No person will be retaliated against for making a good-faith safety report or participating in an investigation.

10. EXTERNAL ASSISTANCE

Nothing in this policy prevents Story Institute from contacting emergency services, police, medical services, or another appropriate authority where reasonably necessary or required by law.

11. RELATIONSHIP TO OTHER POLICIES

This policy is to be read with the Attendance, Tardiness and Participation Policy, Student Dismissal and Code of Conduct Policy, Health and Safety Policy, Employee Code of Conduct Policy, and Student Dispute Resolution Policy.