

STUDENT DISMISSAL & CODE OF CONDUCT POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: STUDENT DISMISSAL & CODE OF CONDUCT 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.

Purpose

Story Institute requires students to maintain conduct that protects the safety, dignity and educational rights of students, staff, instructors, contractors and visitors. This policy establishes reasonable grounds for dismissal and a fair, documented process for warnings, probation, interim suspension, suspension and dismissal.

Code of Conduct

Treat students, employees, contractors, instructors and visitors respectfully.

Refrain from threatening, violent, abusive, discriminatory, harassing, stalking or intimidating conduct.

Do not bring prohibited weapons or other dangerous items onto school premises or school activities.

Do not engage in sexual misconduct or sexual harassment.

Do not engage in theft, fraud, vandalism, property damage or unauthorized access to systems or records.

Do not cheat, plagiarize, falsify records or engage in other serious academic misconduct.

Do not attend school activities while impaired in a manner that creates a safety or professional-conduct concern.

Follow reasonable safety directions and written conditions imposed under a policy, probation or suspension.

Respect confidentiality and privacy. Do not retaliate against a person for making a good-faith complaint or participating in an investigation.

Refrain from conduct, on or off campus, that has a substantial connection to Story Institute and is reasonably determined to create a serious safety, security or operational risk to the Institute community.

Reasonable Grounds for Dismissal

Serious physical violence or credible threats of violence.

Sexual misconduct, sexual assault, stalking or a threat of sexual misconduct.

Conduct that creates a serious and reasonably foreseeable risk to the safety of another student, staff member, instructor, contractor or visitor.

Possession or use of a prohibited weapon or dangerous item on school premises or during a school activity.

Serious harassment, discrimination, bullying, intimidation or retaliation.

Serious theft, fraud, vandalism, property damage or unauthorized access to confidential information or systems.

Serious or repeated substance-related impairment or misconduct that creates a safety or learning risk.

Serious academic misconduct, including deliberate falsification or repeated academic-integrity violations.

Repeated or serious violation of a written probation, suspension condition or other reasonable school direction.

Failure to meet mandatory academic or attendance requirements where dismissal is expressly applicable under the program or another written policy.

Any other substantiated conduct that is reasonably determined to be materially detrimental to the safety, security or functioning of the Institute.

Interim Suspension — Immediate Safety Measure

Where the Senior Educational Administrator reasonably believes that a student's continued presence or participation creates an immediate or serious risk to safety, security, investigation integrity or the functioning of the learning environment, Story Institute may impose an interim suspension or other temporary restriction while the matter is investigated. An interim suspension is a protective measure, not a final finding of misconduct.

Interim Suspension Steps

Identify the immediate concern and document the factual basis.

Determine whether a less restrictive measure can reasonably manage the risk.

If immediate action is required, direct the student to leave or temporarily restrict access to campus, classes, work experience or school systems.

Provide written notice as soon as practicable stating that the measure is interim, the general reason for it, the effective date, any contact or access restrictions, and the next procedural step.

Begin or continue the investigation promptly and provide the student a meaningful opportunity to respond.

Review the interim measure at reasonable intervals and end or modify it when the safety or procedural reason no longer justifies it.

12. INVESTIGATION PROCESS

When a report or complaint is received, Story Institute will assess the matter and, where an investigation is warranted, conduct an investigation appropriate to the nature and circumstances of the concern.

The investigation will generally include the following steps:

1. Receipt and Initial Review

Story Institute will document the report or complaint and conduct an initial review to determine the nature of the concern, the policies or standards potentially engaged, whether further information is required, and whether any immediate interim measures are reasonably necessary to protect safety, preserve the integrity of the investigation, or maintain the educational environment.

2. Notice of the Concern

Where appropriate, the student or other person whose conduct is the subject of the investigation will be informed of the nature of the concern and the relevant policy or standard that may have been breached. Sufficient information will be provided to allow the person to understand the concern and provide a meaningful response.

3. Collection and Preservation of Information

Story Institute may collect and review relevant information and evidence, which may include written complaints, correspondence, attendance or institutional records, electronic communications, documents, physical evidence, and other information reasonably relevant to the matter.

4. Identification and Interview of Relevant Persons

The investigator may identify and interview the complainant, the respondent, and relevant witnesses or other persons who may have information concerning the matter. Individuals may be asked to provide relevant documents or other supporting information.

5. Opportunity to Respond

The student or other person whose conduct is being investigated will be given a reasonable opportunity to respond to the allegations and provide relevant information, evidence, witnesses, or other circumstances they believe should be considered before a final determination is made.

6. Assessment of the Information

The investigator will review the available information and assess the relevant evidence, including any conflicting accounts or information provided by the parties or witnesses. The investigation will be conducted fairly, impartially, and without predetermined conclusions.

7. Determination

Following the investigation, Story Institute will determine, based on the information reasonably available, whether the conduct occurred and whether it constitutes a breach of this policy, the Student Code of Conduct, or another applicable institutional policy. The determination may be that an allegation is not substantiated, substantiated in whole or in part, or cannot be determined.

8. Outcome and Corrective Action

Where a breach is substantiated, Story Institute will determine an appropriate and proportionate outcome in accordance with this policy and the circumstances of the matter. Outcomes may include no disciplinary action, education, corrective measures, conditions, warnings, probation, restricted participation, suspension, dismissal, or other appropriate action.

9. Written Decision

Where the matter constitutes a student complaint subject to Story Institute's dispute-resolution process, the Institution will provide the student with a written decision setting out the determination, the reasons for the decision, and any applicable outcome or corrective action, in accordance with the Institution's Dispute Resolution Policy and applicable regulatory requirements. Where dismissal is imposed, the written Notice of Dismissal will state the effective date, the general grounds for dismissal, the applicable refund process, and any relevant dispute-resolution or appeal route.

10. Records

Story Institute will maintain appropriate records of the complaint or report, investigation, evidence considered, interviews or responses, determination, and outcome in accordance with applicable privacy, record-retention, and institutional requirements.

Story Institute will make reasonable efforts to conduct investigations fairly, impartially, consistently, and without unnecessary delay. The Institution will provide reasonable opportunities for the parties involved to be heard and will take reasonable steps to protect individuals involved in a complaint or investigation from retaliation.

Where immediate action is reasonably necessary to protect safety, preserve evidence, prevent disruption of the educational environment, or address another urgent concern, Story Institute may implement appropriate interim measures before the investigation is completed. Interim measures are not a finding that a policy violation has occurred.

If the Senior Educational Administrator is the subject of the complaint or has a conflict of interest, the alternate decision-maker identified by the Board will assume the decision-making role.

This process does not prevent Story Institute from referring matters to law enforcement, emergency services, regulatory authorities, or other appropriate external bodies where required or appropriate.

13. STUDENT RESPONSE AND PROCEDURAL FAIRNESS

Before a final dismissal decision is made, the student will ordinarily be informed of the allegation, provided with sufficient information about the alleged misconduct to understand the allegation, and given a reasonable opportunity to respond and provide relevant evidence, witnesses, documents, or other circumstances they believe should be considered.

The student will be given a meaningful opportunity to be heard before a final determination is made, subject to lawful privacy, safety, confidentiality, or other circumstances that may reasonably limit the information that can be disclosed.

An allegation will not be treated as a finding solely because it was reported. The decision-maker will consider the information reasonably available and will not make a predetermined conclusion.

Where the Senior Educational Administrator is the subject of the complaint or has a conflict of interest, the alternate decision-maker identified by the Board will conduct or oversee the decision-making process.

Where accommodation or protected personal characteristics are relevant, Story Institute will consider applicable accommodation obligations before making a final decision, except where doing so would create an undue hardship or unacceptable safety risk.

The student will be informed of the final decision and, where a finding is substantiated, the reasons for the decision and any applicable outcome or corrective action.

Nothing in this policy prevents Story Institute from taking immediate interim measures where reasonably necessary to protect students, staff, instructors, witnesses, the institution, or the integrity of an investigation. Interim safety measures must be proportionate to the identified risk.

A student will not be dismissed merely for making a good-faith complaint, using the dispute-resolution process, appealing a grade, participating in an investigation, or exercising a protected right.

14. DISCIPLINARY CONSEQUENCES

A substantiated violation of the Student Code of Conduct or this policy may result in disciplinary or corrective action. Story Institute will determine an appropriate and proportionate outcome based on the circumstances of the matter.

Depending upon the circumstances, consequences may include: no disciplinary action; verbal or written warning; written direction to cease the conduct; corrective or educational measures; behavioural or conduct agreement; conditions on continued participation; probation; restricted participation or access to campus, classes, activities or school systems; fixed-term suspension; and/or dismissal from the program.

The seriousness and proportionality of the response may take into consideration whether the conduct was intentional; the nature and seriousness of the conduct; whether the conduct was repeated; the actual or reasonably foreseeable impact or harm; the level of risk to students, staff, instructors, visitors or the institution; whether the student continued after being directed to stop; whether the student attempted to conceal the conduct; whether the student deleted, altered or destroyed evidence; whether the student has previously violated school policies or failed to comply with prior corrective measures; any mitigating or aggravating circumstances; any relevant accommodation obligations; and any other circumstances reasonably relevant to determining an appropriate outcome.

Where the conduct constitutes reasonable grounds for dismissal under this policy, dismissal may be imposed following the required investigation and procedural fairness process. Dismissal will not be imposed solely because an allegation has been made.

Where a fixed-term suspension, probation, restricted participation or other corrective measure is imposed, Story Institute may establish written conditions for the student's return to unrestricted participation. Failure to comply with those conditions may constitute additional grounds for disciplinary action, including dismissal.

Where dismissal is imposed, Story Institute will issue a written Notice of Dismissal identifying the effective date, the general grounds for dismissal, the applicable refund process, and any relevant dispute-resolution or appeal route. Any refund will be calculated under the current PTIRU-approved Tuition Refund Policy and, where a refund is due, issued within 30 days.

A disciplinary outcome will be documented and records will be retained securely with access limited to authorized persons.

Important Fairness Protections

A student is not dismissed merely for making a good-faith complaint, using the dispute-resolution process, appealing a grade or exercising a protected right.

An allegation is not treated as a finding solely because it was reported.

Interim safety measures must be proportionate to the identified risk.

Where accommodation or protected personal characteristics are relevant, the Institute will consider them before making a final decision, except where doing so would create an undue hardship or unacceptable safety risk.

Nothing in this policy prevents Story Institute from contacting emergency services, police, medical services or another authority where required or reasonably necessary to protect safety or comply with law.