



## PROGRAM POLICY STATEMENT (PPS)

<b>Number:</b>	PPS 2010-02
<b>Effective Date:</b>	September 13, 2010 (Effective until cancelled or superseded)
<b>Applicability:</b>	Students, Parents
<b>Subject:</b>	<b>BEHAVIOR AND CONDUCT CODE</b>

### Background

The Behavior and Conduct Code (PPS 2010-02) governs standards of behavior and conduct for students within the Frontier Tutoring Classroom Tutorials Program. While this PPS discusses several common offenses, it is in no way exhaustive. Any action that is unsafe, grossly inappropriate, or unlawful is subject to disciplinary action.

### Electronic Devices

Students are welcome to bring electronic devices with them to classes. However, these devices should be used only outside of the classroom (before classes begin, after classes have ended, or during lunch periods). Electronic devices should be silenced or switched off during classes. These electronic devices include, but are not limited to, cell phones, laptop computers, music devices, and gaming devices.

### Explicit or Offensive Language

Students shall refrain from using any language not suitable for a school environment. Unsuitable language includes, but is not limited to, cursing, offensive gestures, or defamatory language relating to gender, sexuality, culture, race, ethnicity, or religion. Even made in jest, such language will not be tolerated.

### Cleaning (Lunch)

Students are expected to clean up after themselves, especially during and after the lunch period. Students shall properly dispose of all trash and clean any spills. Students who need assistance cleaning should notify an instructor. Students should mark their name on food that they store in the refrigerator. The refrigerator (and entire kitchen area) is property of the leasing facility, and Frontier Tutoring shall not be liable for missing food items.

### Examples of Generally Inappropriate Behavior

Examples of generally inappropriate behavior include, but are not limited to, interrupting during an Instructor lecture, interrupting while another student is presenting an idea or project, passing notes, sleeping in class, leaving the classroom for excessive periods of time, leaving trash or not cleaning up after lunch, disobeying requests by Frontier employees, physical or verbal confrontations, and damaging or defacing Frontier Tutoring or classroom facility property.



## **Enforcement Actions**

### **Minor Offenses (e.g., interrupting class, failing to remove trash, etc.)**

- Students will be warned and asked to resolve the issue. Students may be removed from the classroom temporarily to avoid disrupting other students' learning.
- Frontier Tutoring will contact parents regarding minor offenses only if they become habitual.

### **Moderate Offenses (e.g., damaging property, disregarding instructions from a company instructor or administrator, leaving without instructor or parent authorization, etc.)**

- Students will be warned and may be removed from the classroom.
- The instructor(s) witnessing the offense will file a company Incident Report. Frontier Tutoring may contact parents or guardians to discuss the offense.

### **Serious Offenses (e.g., physical/verbal confrontation, egregious behavior, criminal offenses, etc.)**

- Frontier Tutoring reserves the right to suspend or expel any student from the Classroom Tutorials Program. Program fees will not be refunded and parents may be responsible for payment of the balance of program fees pursuant to the Terms and Conditions of Enrollment Agreement.
- The instructor(s) witnessing the offense will create an Incident Report. Frontier Tutoring will contact parents or guardians to discuss the offense.

## **Appeals**

Formal appeals of enforcement actions administered under this policy may be directed to the Associate Director, Classroom Tutorials or the Executive Director.

