



## **Code of Conduct: Vista Tutor Program**

### **Introduction:**

Vista Tutor is committed to providing a supportive and enriching environment for students. The following Code of Conduct outlines the expected behavior, values, and consequences to ensure a positive and productive experience for all participants.

### **1. Respectful Behavior:**

Participants are expected to respect peers, instructors, staff, and facilities. Disruptive, disrespectful, or inappropriate behavior, including language and gestures, will not be tolerated.

### **2. Attendance and Punctuality:**

Regular attendance is crucial for academic progress. Participants are expected to attend sessions regularly and arrive on time. Parents/guardians should communicate any absences in advance.

### **3. Academic Commitment:**

Participants are expected to engage actively in the learning process. Disruption of sessions or interference with others' learning will result in corrective action.

### **4. Collaboration and Cooperation:**

Participants are encouraged to collaborate with their peers and instructors. Cheating, copying, or hindering the learning of others will not be tolerated.

### **5. Use of Resources:**

Respectful use of program resources, including materials and equipment, is expected. Any damage to program property will result in disciplinary consequences, and restitution may be required.



## **6. Communication and Reporting:**

Participants should promptly report concerns, conflicts, or incidents to program staff. Open communication is essential for maintaining a safe and supportive environment.

## **7. Safety and Well-being:**

Ensuring a safe environment is a priority. Participants should adhere to safety guidelines and report any unsafe conditions. Bullying, harassment, or any form of intimidation will be addressed promptly.

## **8. Technology Use:**

Personal devices should be used during sessions only for educational purposes. Disruptive or inappropriate use may result in the temporary confiscation of the device.

## **Disciplinary Actions:**

Disciplinary actions will be proportionate to the severity of the offense and may include, but are not limited to:

- Verbal warnings
- Parental involvement and conferences
- Temporary suspension from the program
- Permanent dismissal from the program

## **Appeals Process:**

Participants and parents have the right to appeal disciplinary actions. The appeals process will be outlined in the program's official policies.

## **Review and Amendments:**



This Code of Conduct is subject to periodic review and may be amended. Any updates or changes will be communicated to participants and parents.

**Acknowledgment:**

Individuals acknowledge receipt and understanding of this Code of Conduct by participating in Vista Tutor. We appreciate your cooperation in creating a positive and focused learning environment.