

## TUTOR POLICIES

MR. CLAY

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**Introduction:** Participating in PEP is a privilege that few families will ever experience. While many of our students often don't see it this way, millions of students and parents around the globe would give everything they have to obtain the kind of education that we offer. We advertise to parents that we teach students to think Biblically, to think wisely, to think of God's kingdom, to think of the interests of others ahead of their own. Cognitive learning in the form of classes and coursework is a big part of this. But helping students to grow in their ability to govern themselves is also part of our mission. As part of this, our tutors see our role as an extension of the home in helping to form habits of civility and respect toward their tutors and other adults in the building, toward one another, and in the exchange of ideas. In order to facilitate this, I have had to come up with much more specific policies so that students know how to behave respectfully in class.

### **1. Students will attend all classes and be prepared for them.**

-Students are to arrive on time and prepared for class, with the appropriate books, notebook, assignments, and writing utensils.

-If a student is on campus, he will attend class.

-It is assumed that students will attend each class unless they are providentially hindered. In case of excessive lateness or absences, the tutor or administrator will communicate with the parent. PEP is designed for students to attend each class. Nonattendance is subject to possible probation or expulsion.

-Assigned work that is not turned in at the beginning of the class period on which it is due will be subject to a **30 percent** late penalty.

### **2. Students will complete all work to the best of their ability.**

-There are specific policies for each class. In general, work must be complete, well done, and handed in on time WITH THE STUDENT'S NAME ON IT to receive full credit for the assignment.

### **3. Students will speak quietly and respectfully at all times.**

-Students who do not turn in their assignments may lose the privilege to speak in class, as often, their comments are not relevant. If such students continue to attempt to monopolize class time, they may be asked to leave the classroom.

-Students will speak with appropriate kindness and encouragement to one another, and not in a manner that displays mockery, belittlement, disrespect, or contempt.

-Students will respect and interact charitably with the ideas of others, especially with those whom they disagree. They will seek to understand one another before forming judgments.

-Students will not hold private conversations in class while a teacher is speaking or a classroom discussion is taking place.

-Students will not grumble and complain about assignments, the tutor, other tutors, study hall monitors, the dress code, or administrators. If a student believes that he or she has been unfairly treated (the assignment was too difficult, there was not enough time to complete it, the instructions were not specific enough), the student may send a formal appeal by email to the tutor.

-Students will give deference to the authority and wisdom of the teacher if the student is spoken to or interrupted by the teacher.

-Students will not interrupt others in a class discussion.

-Students will not use profane or inappropriately explicit language.

-Students will not speak with disrespect toward or about any person in authority at PEP: a tutor, a study hall monitor, or an administrator.

-Students will not harass, intimidate, or threaten others. Credible threats of violence will result in expulsion.

#### **4. Students will respect the bodies and property of one another.**

- Students will not write or pass notes in class.
- Students will not engage in public displays of affection, or perform any other behaviors appropriate to an exclusive relationship
- Students may not do homework in class, nor may they read for another class or pleasure. This includes the Bible.
- Students may not sleep in class.
- Students may not pack up their belongings before the end of class.
- Students will keep appropriate personal space between themselves and other students.
- Students will not open backpacks, crates, bags, lunch containers, or purses belonging to other students, nor will they retrieve items from such containers without the permission of the other student.
- Students will not touch the belongings of the tutor without permission.
- Students may not throw anything across the class (books, pens, pencils, staplers, paper).
- Students will pick up trash at and around their tables, even if they did not put it there.
- Students will not prop their feet up on chairs, tables, or walls, or lean back in their chairs.
- Students will not lie on chairs, tables, or the floor.
- Students will not write or draw on tables.
- Students will not walk on or climb over tables or chairs.
- Students will not write or draw on their own bodies or clothing, or the bodies and clothing of one another, even if invited to.
- Students will not braid or stroke the hair of other students.
- Students may drink water in class from a sealed container, and eat a non-messy snack at tutor's discretion.
- Students will eat lunch in study hall if they have a break at lunchtime. If the student does not have a study hall, he or she may be permitted to eat in class at the tutor's discretion.
- Drinks not in sealed containers (Starbucks, soda, etc.) may not be left in the hall. Because drinks left out in the hall will spill, they will be confiscated.

#### **5. Students will obey PEP policies about what to bring to class.**

- Phones will be put away at all times in the classroom, and may only be taken out with tutor permission. Violations of this policy will result in students losing their phone privileges while at PEP.
- Class notes must be handwritten. Computers and other electronic devices are forbidden in the class unless the tutor makes an exception.
- No weapons are to be on campus at any time, ever. Utility knives will be confiscated by the tutor and parents will be notified. Those who bring weapons, including utility knives, may be subject to expulsion.

#### **6. Students will not gossip or complain, but will address any grievances to the proper person.**

- Grievances are to be addressed *privately* to the person with whom the student has a grievance. Speaking critically about tutors, administrators, homework, the dress code, grades, and so forth must be done with the person who can do something about your grievance -- not other students.

#### **7. Students will accept the discipline and instruction of the Lord when they violate class rules.**

Tutors have the authority to send a student out of class for any of the above infractions. If a student is sent out, and responds discourteously, disrespectfully, belligerently, or contemptuously (including refusal to leave or engaging the tutor in a discussion of the matter), he or she shall be subject to disciplinary action, including possible expulsion. Also, if a student is sent out of class but does not immediately go to the administrator or study hall monitor, he is subject to further disciplinary action.

**SIGNATURE PAGE**

**For Parent:** I have read the policies above and I agree to support the tutor and the PEP staff in their enforcement of these standards

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Student:** I have read the above policies and I agree to abide by them. If I violate any of these policies, I agree to accept the instruction and discipline as administered by the tutor and PEP staff.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date