

EXHIBIT B

CODE OF CONDUCT

Client/Student Behavioral Expectations

Client/Student shall be respectful and engaged during all sessions.

Client/Student shall arrive at the session prepared with all materials and having completed any homework, including assigned tasks as practice work, assigned by Tutor.

Client/Student shall follow Tutor's rules and guidelines during all sessions.

Yelling, cursing, self-defeating language, and/or physical outbursts will not be permitted during any tutoring session. Tutor reserves the right to terminate a session early if Client/Student cannot abide by this expectation.

Client/Student shall inform Tutor of any known behavioral challenges prior to Student's first session with Tutor.

Client/Student shall inform Tutor of any concerns or difficulties that have arisen during tutoring sessions.

Mountain View Teaching and Tutoring, LLC encourages families to develop positive incentive plans to implement at home in order to make the most of all tutoring sessions.

Mountain View Teaching and Tutoring, LLC reserves the right to terminate services due to inappropriate conduct and/or failure to abide by the terms of this Agreement by Client/Student.

Parent/Guardian/Approved Contact Expectations

Parent, Guardian, and/or any Approved Contact shall ensure prompt arrival and pickup to and from all tutoring sessions.

Parent and/or Guardian shall provide necessary and accurate background information on Client/Student's academic and behavioral history.

Parent and/or Guardian shall support Client/Student in their at-home learning and shall communicate with Tutor regarding any and all successes and challenges with regard to at-home learning.

If tutoring sessions are held at the home of Client/Student OR if tutoring sessions are held online, Parent and/or Guardian shall provide internet access and necessary technology. Tutor and Parent and/or Guardian shall discuss the required technology in advance of any tutoring session.

During online sessions, Client is responsible for ensuring that Student is appropriately monitored and must maintain a safe and supervised environment for Student. Mountain View Teaching and Tutoring, LLC is not responsible for device misuse during any tutoring session, including all online sessions.

Lessons are formulated pursuant to Colorado Academic Standards, available at <https://www.cde.state.co.us/apps/standards/>. Materials and resources are chosen to suit the task, academic level, and student interests. Families may request to preview reading materials or opt out of specific topics with written notice provided to Tutor via email at least one week in advance of the scheduled tutoring session.

Custom curriculum requests must be submitted at least one week before sessions, via email to Tutor, and shall be aligned with the Student's needs. Tutor reserves the right to decline any custom curriculum requests.

All Client/Student concerns shall be directed to Kristen Toppin and delivered via email notice to **ktoppin@mountainviewteachingandtutoring.org**.

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