



## Conduct Guide

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# Conduct Policy and Procedures

## Introduction

Professional conduct defines interactions between Prime Digital Academy participants and our broader community. The responsibility for professional conduct rests with the individual. Any violation of specified sections of this code may constitute a basis for a formal warning. Violations of the code may also be used as supporting evidence for any disciplinary proceedings, including the decision to withdraw a student, staff member, volunteer, or community partner (hereafter referred to as Participants) from the program.

## Purpose

The primary responsibility of Prime Digital Academy is to develop our students’ potential. Our core beliefs are central to this responsibility: the worth and dignity of every person, student and colleague alike; the pursuit of excellence; the acquisition of knowledge; and the active pursuit of cooperative and empowering principles. The following sections make explicit the values and behavioral expectations of Prime Digital Academy. When Participants enter into the program, they make a moral commitment to uphold these values.

## Professional Conduct Code

Participants within the program are expected to understand that the quality of their actions directly influence the school and it’s students. Participants recognize their obligation to conduct themselves in a manner which places the highest esteem on human rights and dignity. Staff are to ensure that every student receives the highest quality of teaching.

Professional conduct includes the attitudes, behaviors, and values that Prime Digital Academy expects Participants to accept and model. These values are evidenced by professional conduct toward students, colleagues, staff and community. When a Participant enters the program, he/she is expected to conduct him/herself in a professional manner.

Participants are expected to:

- Exhibit consistent and equitable treatment of students, staff and community members.
- Respect the civil rights of all, and to not discriminate on the basis of race, national or ethnic origin, culture, religion, gender, sexual orientation, marital status, age, political beliefs, socioeconomic status. This list of bases for discrimination is not all-inclusive.
- Accept the value of diversity in educational practice.
- Exhibit acceptable and professional language and communication skills. Verbal and written communications will reflect sensitivity to the fundamental human rights of dignity and respect.
- Be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to interpersonal conflict within the educational environment.



- Staff will keep in confidence information obtained in confidence in the course of professional service, unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional.
- Exert reasonable effort to protect students from conditions which interfere with learning.
- Not engage in misconduct.
  - *Destroy property*
  - *Commit violence against others*
  - *Sexually, or otherwise, harass others*
  - *Threaten, coerce or discriminate against others*
  - *Acts that jeopardize the safety or security of others*
  - *Commit acts of academic dishonesty*
  - *Demonstrate problematic behaviors such as theft, etc.*

This list is not intended to be exhaustive.

## Professional Conduct Review

The professional conduct of a Participant reflects upon the practices, values, integrity and reputation of Prime Digital Academy. A Participant who behaves or acts in a manner that calls into question his or her ability to act responsibly or work productively can be reprimanded by Prime Digital Academy's Corrective Actions Committee. The Committee can impose reprimands up to and including withdrawal from Prime Digital Academy.

## Appeal Procedure

If the Committee determines that sanctioning action is warranted, the candidate will be given written notice of the decision and an opportunity to appeal any decision. Prime Digital Academy recognizes and supports both the obligation to sanction candidates and the right of candidates to a fair and reasonable opportunity to respond to, and appeal, sanctions. The candidate appeal procedures can be found under the named link on xyz webpage, or by request from [academics@primeacademy.io](mailto:academics@primeacademy.io).



# Prime Digital Academy Appeal Process

## A. Purpose of Procedure

To provide a due process review and appeal mechanism for candidates who question any decision made with respect to their admission to, satisfactory progress within, or removal from Prime Digital Academy..

## B. Issues Subject to Appeal

1. Reasons (other than technical ability and programming readiness) given for denial of admission to Prime Digital Academy.
2. Reasons (other than an inability to meet minimum academic standards) given for corrective action at Prime, including removal from the Program.

## C. Steps in the Appeal Process

1. Within 3 school days after notice of the adverse decision, the Participant must submit in writing a request for a hearing with the Prime Digital Academy Corrective Actions Committee (or rehearing if the decision appealed was previously made by this Committee). The request shall contain the following information:
  - a. Candidate's name
  - b. The specific issue on which the hearing is requested, the reason for the request, and as much extended rationale as deemed necessary by the appealing candidate.
  - c. Included with the above rationale shall be evidence that the candidate has already consulted with a full-time staff member, who has a role in the matter as an advisor or counselor to the Participant. To the extent possible, this information should be in the form of original documentation or correspondence. To the extent that is not available, the appealing candidate should provide summaries of relevant conversations.
2. After the above information has been submitted, the Committee shall meet with the candidate at a time mutually agreeable. The candidate will be permitted to make a presentation to the Committee. The Committee may question the candidate or initiate conversation with the candidate, as may be agreed to at the time the meeting is scheduled. The Committee will excuse the candidate to make its decision on the request. The Committee may defer its decision to a subsequent meeting if it elects to search out further information.
3. In the event a candidate either fails to appeal any decision within prescribed time limits, or comes to the end of the appeal process with a decision that limits his/her continued participation in the program, that candidate's singular option for seeking continued status in the Program is to initiate a re-application.

