

Volunteer Tutors Code of Conduct and List of Ethics

Enforcement of Tutor Code of Conduct

Volunteer Tutors has established the following guidelines and policies for all tutors. These policies are designed to ensure the safety and well being of students, tutors, and others who will work together through the program. All tutors participating in the Volunteer Tutors Organization are expected to abide by the expectations below. Failure to comply with these guidelines will result in immediate termination from the Volunteer Tutors Organization.

1) General Expectations

What Tutors Can Expect from Volunteer-Tutors.org:

- We will provide continual support to tutors throughout the tutoring process with check-ins and debriefing sessions if needed.
- We will provide a safe, positive, and structured environment to conduct learning
- Our staff will be available to answer any questions tutors may have about our program through admin@volunteer-tutors.org
- We will keep tutors informed of upcoming events, calendar or schedule changes, and relevant program updates to the best of their ability.

What We Expect from Tutors:

- To arrive for scheduled tutoring sessions on time
- To communicate with volunteer tutors admin if any issues / concerns regarding students arise
- To respect the different learning styles and preferences of students in your approach to the content being tutored
- To understand the ultimate goal is to assist students in discovering how he/she best learns
- To provide honest, constructive feedback; demonstrate faith in the student's learning abilities
- To assist our staff in maintaining a safe and effective tutoring environment
- To be flexible to changes that may occur to the schedule that are outside of our organization's control.

2) Absence and Late Arrival Policy

Consistent attendance by tutors is critical for the success of our students. If, due to extenuating circumstances, you must miss a session, you are required to notify admin@volunteer-tutors.org at least 24 hours in advance and to work with the student to schedule a make-up session.

In order for students to receive maximum benefit from the tutoring session, we request that you arrive for your scheduled tutoring session on time. Excessive late arrivals of more than 10 minutes after the session presents challenges for the student to make progress toward learning goals. While we appreciate your desire to tutor, repeated absences and/or late arrivals may result in dismissal from the tutoring role.

If you know well ahead of time that you will be missing a session, you must agree to reschedule your session. If you are discontinuing your service with our organization, we ask that you email us at admin@volunteer-tutors.org at least two weeks ahead of time so that a replacement tutor can be found for your student.

3) Confidentiality of Student Information

As a Volunteer Tutors member, you will have access to confidential information about student academic performance and/or personal or sensitive information. This information must not be shared with anyone other than a Volunteer Tutors team member for any reason. Volunteer Tutors are not allowed to release personal information about students or their parents, such as home address, phone number, or email address. Tutors are not allowed to ask for this information either unless given approval. Any data on student academic performance is to be used and disclosed solely for instructional purposes, unless legally required.

4) Harassment

Volunteer Tutors believes that every staff member and volunteer has the right to work in an environment free from harassment and will not tolerate harassment based on race, color, creed, religion, national origin, sex, sexual preference or orientation, disability, age, marital status, or status with regard to public assistance.

5) General Release and Waiver of Liability

You acknowledge that you are voluntarily participating in tutoring activities organized by the Volunteer Tutoring Organization. You are aware that tutoring may involve risk of serious injury to person and property, which includes, but is not limited to, injuries or destruction of property that may occur at any school or facility, and YOU VOLUNTARILY, KNOWINGLY AND FREELY ACCEPT AND ASSUME ALL RISK, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF TUTORS, arising from your participating in the tutoring activity and from theft or damage that may be sustained while participating in the tutoring activity and thus assume full responsibility for your participation.

In consideration of being permitted to tutor students, you agree that you and your heirs, personal representatives, executors and assigns will not make a claim of any type against or sue volunteer-tutors.org, its predecessors, successors, parents, subsidiaries, affiliates, and present and former officers, directors, employees, insurers, agents, assigns and representatives (these are collectively referred to in this agreement as the "Released Parties") for any injury or damage arising from the negligence or other acts, however caused, of the Released Parties or anyone else related to or in anyway connected to the tutoring activity.

In addition, you release, waive and discharge the Released Parties from all actions, claims or demands that you, your heirs, and personal representatives, or assigns now have or may hereafter have for injuries, including permanent disability and death, property damages, or theft

resulting from your participation in the tutoring activity. This release includes injury or damage caused by negligence, active or passive, of the Released Parties.

YOU HAVE CAREFULLY READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT AND UNDERSTAND ITS TERMS. YOU UNDERSTAND THAT THIS IS A COMPLETE RELEASE OF LIABILITY AND A PROMISE NOT TO SUE OR MAKE A CLAIM, AND YOU SIGN IT FREELY AND VOLUNTARILY.

This release shall be governed by applicable state law.