

Tutors4Stars Guidelines

Enforcement of Guidelines

Tutors4Stars 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 participate in the program. All tutors participating in the Tutors4Stars organization are expected to abide by the expectations below. Failure to comply with these guidelines will result in immediate termination from the Tutors4Stars organization.

1. General expectations

What tutors can expect from Tutors4Stars.org

- We will provide support to tutors throughout the tutoring process with check-ins and occasional meetings to discuss how we can improve the program.
- We will provide a safe, positive, and structured environment to conduct learning.
- Our administrators will be able to answer any questions tutors may have about our program by contacting Tutors4Stars@gmail.com.
- We will keep tutors informed of upcoming events, schedule changes, and program updates.

What we expect from tutors

- To arrive for scheduled tutoring sessions on time.
- To communicate with the Tutors4Stars organization through Tutors4Stars@gmail.com if any issues/concerns arise.
- To respect the diverse learning styles and student preferences in your approach to the content being tutored.
- To understand the ultimate goal is to assist students in discovering how he/she best learns given their conditions.
- To provide honest and constructive feedback; demonstrate faith in a student's learning abilities.
- Maintain patience if the student doesn't always comply with the tutor.
- To assist our team in maintaining a safe and effective tutoring environment.
- To be flexible to changes that may occur to the schedule that are outside our organization's control.

2. Absence and Late Arrival Policy

Consistency in attendance is mandatory for all tutors participating in the Tutors4Stars program. If you are unable to meet with your student at the scheduled time, you are required to notify Tutors4Stars@gmail.com at least 24 hours in advance and work with your student to cancel the lesson/schedule a make-up lesson.

In order for students to receive the maximum benefit from our tutoring lessons, we ask that you arrive for your scheduled tutoring session on time. Excessive and unexcused late arrivals into the session presents challenges for the student to make progress towards their learning goals. While we appreciate your desire to tutor, repeated absences and/or late arrivals may result in dismissal from the Tutors4Stars organization.

If you are discontinuing your service with our organization, we ask that you email us at Tutors4Stars@gmail.com two weeks ahead of time so that a replacement tutor can be found for your student.

3. Confidentiality of Student Information

As a member of Tutors4Stars, you will have access to confidential information about your student's personal information. This information must not be shared with anyone other than a Tutors4Stars team member for any reason. Tutors are not allowed to release any personal information about students or their parents. Students' information cannot be requested by a tutor unless given approval. Any information of the student is to be used and disclosed solely for instructional purposes, unless legally required.

4. Harassment

Tutors4Stars believes that every team 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, age, marital status, or status with regard to public assistance. Any form of harassment toward the student, whether it is verbal, physical, or online, will not be tolerated, and appropriate law enforcement or child welfare authorities will be contacted. The tutor will also be removed from the Tutors4Stars organization.

5. General Release and Waiver Liability

You acknowledge that you are voluntarily participating in tutoring activities organized by the Tutors4Stars organization. You are aware that tutoring may have a risk of serious injury to the 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 participation 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 you heirs, personal representatives, executors and assigns will not make a claim of any type against or sue Tutors4Stars.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 how have it 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.

As a general rule, any exception must be explicitly approved in writing from the student's parents/guardians, as well as from Tutors4Stars. We do not allow tutors to have any form of romantic relationship with the students. We understand a tutor may wish to offer personalized tutoring opportunities for some students, but prior to such arrangements, the tutor must fully terminate their tutoring role with Tutors4Stars, and release and hold Tutors4Stars harmless from any subsequent incidents/disputes that may arise.

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.