



Volunteer Instructor/Tutor Code of Conduct

The Volunteer Instructor/Tutor Code of Conduct is a set of rules and guidelines in order to create a safe, respectful and effective learning environment. Volunteers are required to agree to and follow the Volunteer Instructor/Tutor Code of Conduct.

I will:

- Follow through with my volunteer time commitment, be regular and consistent with my attendance and arrive to instructional sessions prepared and on time.
- Contact the Education Director as soon as possible if I am unable to follow through with my volunteer time commitment.
- Leave judgements behind and keep an open mind regarding each student and his/her family, culture, beliefs, values and priorities. During a virtual instructional session, I may see into a student's home and personal life. I will respect his/her privacy and refrain from making judgmental and/or critical comments and giving unsolicited advice.
- Contact the Education Director with questions or concerns.

I will NOT:

- Use sexist, racist, homophobic, prejudicial or vulgar language and humor.
- Attempt to evangelize, proselytize, convince or convert students to religions, political beliefs or personal values other than their own.
- Engage in harassment of students, other volunteers or staff, which includes all forms of sexual touching, sexual relations or romantic relations.
- Socialize with students outside of The Gray House or Gray House-sponsored activities, including texting, calling, video-chatting or meeting in-person outside of instructional appointments without consulting the Education Director.
- Take photographs, screenshots during video calls and/or video or audio recordings during in-person and/or virtual instructional sessions without explicit permission from the Education Director.
- Use The Gray House facilities, computers or other resources for my personal gain or benefit.
- Use The Gray House computers to access sexually explicit or pornographic content.
- Come to my volunteer site or virtual instructional session under the influence of alcohol or illegal chemical substances.
- Share my personal information (phone number, email or address) with my students without the Education Director's permission and guidance.
- Use personal contact information of students or other volunteers for any purpose other than instruction.
- Transport students in my personal vehicle and/or accept a ride from a student.
- Give and/or accept gifts from students, beyond small tokens such as food, candy or greeting cards.

Professional Standards for Tutoring:

- My major motivation is building the student's self-confidence; my student deserves and will receive my total attention.
- I understand my role as an instructor/tutor is to guide students to do their own work using the best learning approach possible; my ultimate goal is my student's independence.
- I will provide honest feedback in the form of positive praise and/or constructive suggestions to students I serve in a manner beneficial to their overall learning.
- I will demonstrate faith in each student's learning abilities, understanding my primary goal is helping him/her discover and develop the skills needed to reach his/her desired educational outcomes.

- I will share any concerns I have with the Education Director.
- I recognize the win-win relationship instruction/tutoring fosters. I expect to learn along with each student I assist.
- I will keep current in both my subject area(s) and learning methodologies.
- I will remain flexible in my approach to student learning, respectful of the various learning styles and preferences.
- I will share techniques for improving study skills with students; respecting their differing learning styles and preferences while exhibiting excellence in my approach to the content being instructed.
- I will maintain records and evaluations as expected and required.

If you find you are uncomfortable with these guidelines for any reason, please immediately speak with the Education Director. There may be other behaviors that are not spelled out here that push the boundaries of your relationship with students. When in doubt, be cautious and contact the Education Director with questions.

I have read, understand and agree to follow The Gray House's Volunteer Instructor/Tutor Code of Conduct. I understand that the violation of this Code of Conduct may result in my immediate dismissal from volunteering with The Gray House. By typing my name and today's date below, I am electronically signing the Volunteer Instructor/Tutor Code of Conduct.

Instructor/Tutor Name (Printed): _____ Address: _____ Phone Number: _____ Email: _____ Emergency Contact: _____ Phone: _____

Scheduled Commitment: _____ Instructor _____ Tutor (check one) Assigned Student &/or Class Level _____ Instructor/Tutor Training and Orientation Completed on _____

I commit to the above requirements for the entire 12-week session:

Signature: _____ Date: _____