



**HUMANITY FIRST USA**  
**The Education Project**  
**Tutor Responsibilities & Guidelines**

**Introduction:**

Thank you for your interest in serving as a volunteer tutor! We truly appreciate your outstanding commitment and passion for helping to provide education and mentorship to students in need during this difficult time. Humanity First USA's The Education Project ("HF-TEP") is dedicated to providing the best experience for tutors ("tutors", "you"), parents or guardians ("parents"), and students that we possibly can. Please take the time to go through these responsibilities and guidelines ("Guidelines") regarding expectations in order to ensure safety and quality of the tutoring process.

This document is an agreement between you and Humanity First, its affiliates, successors, assigns, officers and directors ("HF") to abide by these guidelines and also explains your involvement with HF-TEP. By accepting these guidelines, you acknowledge and accept that you agree, understand, and commit to abide by all the responsibilities, guidelines, and expectations outlined herein. Tutors operate as independent contractors, not in any type of employment relationship with HF. For more information regarding our policies and procedures, please read the HF-TEP Terms and Conditions. If you have any questions or feedback about this information, please feel free to contact us at [info@theeducationproject.net](mailto:info@theeducationproject.net).

Parents: Please review the requirements and expectations of volunteer tutors outlined herein. We take these measures to ensure your safety and quality of experience, but we are not responsible for the individual actions of tutors and cannot guarantee any level or type of academic success.

**Initiation:**

By registering on our site as a tutor, you agree that you have an acceptance, are currently enrolled, or a graduate of a secondary institution, college or university. We may verify this information provided by you in completing our website registration form including, but not limited to, submission of a transcript or other supporting documentation. We reserve the right to screen all tutor applicants through an interview process and reserve all rights to accept or deny any application. We also reserve the right to verify eligibility including, but not limited to, the use of background and reference checks. For more information regarding this, please see the HF-TEP Terms and Conditions.

Once we have verified and accepted your application, we will send an invitation to a virtual orientation session. The orientation session will include an overview of guidelines, protocols, the tutoring process, logistics, and common questions. Attending this orientation is mandatory and tutors will not be assigned a student until they have completed the orientation.

**Tutor & Parent Meeting Expectations:**



After attending the orientation, HF-TEP will match prospective tutors with parents of students via email. Tutors are expected to reach out via email and/or text message to the parent and set up a first virtual meeting to discuss their tutoring assignment and obtain specific parental consent. You cannot proceed to tutor a student until you have obtained voluntary and fully informed consent from a parent. During this meeting, you are also expected to reach an independent agreement with the parent regarding the specific expectations mutually agreed upon that will govern your interactions and tutoring. We do not monitor, interfere, or enforce these independent terms set between you and the parent. HF-TEP treats volunteer tutors as independent contractors and we do not and will not monitor or control meetings or interactions between tutors, parents, and students. We are not responsible for the behavior of parents and students. You assume all risks related to interactions with parents and students.

HF expressly disclaims, and you expressly release HF from, any liability whatsoever for any controversies, claims, injuries, and damages arising from or related to misrepresentations, inaccuracies, or incompleteness regarding Users' eligibility information. Tutors operate as independent contractors and their volunteer service of tutoring is dependent upon mutual agreement of expectations between them and a parent or guardian. We encourage parents or guardians to take the precautions they deem necessary in supervising the tutoring process.

After obtaining specific parental consent, you may begin tutoring. **It is your responsibility to notify us when your tutoring has begun, if any changes have been made, or if you are no longer tutoring a student.** It will be the responsibility of the parent to supervise each tutoring session and maintain communications with the tutor. **You should not conduct a tutoring session without the presence of a parent for a student under the age of 18.** You are also required to include parents in all communications with students, should the need for student communications arise.

### **Confidentiality:**

As a volunteer tutor, you may have access to student information including identity, contact information, educational information, or other personal information that they might disclose to you ("confidential information"). You may not disclose confidential information about a student to others, either privately or publicly, except with the student's parent or guardian express written consent or as required by law or in circumstances of suspected abuse or neglect to appropriate authorities (outlined below). Tutors may discuss their tutoring experiences with other tutors as long as this information is de-identified and does not contain confidential information.

### **Safety:**

**If you have reason to suspect that the student you are tutoring may be subject to abuse, danger, or neglect, report this information to your state's child welfare institution as soon as possible.** The Childhelp National Child Abuse Hotline is a helpful resource for doing so. If you witness child abuse or if



there is an imminent or ongoing threat to an individual or the community, immediately call 9-1-1. Feel free to email us at [info@theeducationproject.net](mailto:info@theeducationproject.net) if you have any questions regarding this process.

By agreeing to the HF-TEP Terms and Conditions, you agree to act in accordance with our obligations of conduct. This includes, without limitation, complete avoidance of engaging in harmful or dangerous activity, violating laws, infringing on the rights of others, misuse, and solicitation. For more information, please see the HF-TEP Terms and Conditions.

You are not permitted to take photos, video recordings, or any audio recordings of students and parents without prior express written consent of students and parents providing details about why the video or photo is requested and where such media will be used or posted.

### **Professionalism:**

We encourage you to maintain the highest standards of professionalism in your role as a tutor and interactions with parents and students. As a tutor, you are a role model for the student, and it is essential to set a good example. Interactions with parents and students should build credibility and we recommend acting consistently with HF values of social responsibility. You should try to be on time and always inform a parent if you will be late. Tutors should follow proper dress etiquette and avoid revealing or offensive clothing. You should also ensure video background, when applicable, is free of inappropriate content or distractions.

**You are not permitted to engage in direct communications with students under the age of 18 without including parents, and you should not communicate with students over social media platforms.** You should not maintain any inappropriate relationship with a student or parent including, without limitation, any relationship of a romantic, physical, emotional, or financial nature. As a volunteer, you agree that you will not receive any monetary compensation from parents and students for tutoring services.

### **Academic Integrity:**

Our goal is to provide educational benefit to students, but we do not guarantee any level or type of academic success. As a tutor, you should not engage in any academic dishonesty including, without limitation, completing work for students, taking tests, cheating, plagiarism, or violating conduct policies of schools, colleges, and institutions.

