



Volunteer Code of Conduct: **Texans Tutor Texans Inc.**

1. Confidentiality

- Maintain strict confidentiality regarding any personal or academic information shared by students, their families, or the organization.
- Do not discuss or share any information about students with anyone outside of your tutoring relationship, unless required by law or with explicit permission from a parent or guardian.

2. Professionalism

- Arrive on time and prepared for tutoring sessions. Notify the organization in advance if you are unable to attend or need to reschedule.
- Maintain a professional demeanor and attitude at all times, both during tutoring sessions and when interacting with staff, students, and parents. Establish and maintain appropriate boundaries with students.

3. Communication

- Maintain open and respectful communication with students, parents, and nonprofit staff. Address concerns or issues promptly and professionally.
- Create a safe, welcoming, and supportive learning environment where students feel comfortable and valued. Treat all students with respect, kindness, and dignity, recognizing their individuality and unique needs.
- If you have any questions or need support in your tutoring role, reach out admin directly.
- If any inappropriate behavior is displayed towards you by a student or associated member, do not engage in any form of physical, verbal, or emotional abuse or harassment. Escalate any such situations immediately to the administration.

7. Avoid Conflicts of Interest

- Do not use your role as a volunteer to solicit personal favors, gain financial compensation, or engage in any other activities unrelated to your tutoring responsibilities.

By signing this Code of Conduct, you affirm your commitment to providing the highest level of support to students, following ethical guidelines, and helping maintain a positive and safe environment for all involved.

Volunteer Name: _____

Signature: _____

Date: _____

If volunteer is under 18:

Parent/Guardian Name: _____

Signature: _____ Date: _____