

PVTO Tutor Rights and Responsibilities Information Guide

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PVTO Mission Statement

The goal of the Peabody Volunteer Tutoring Organization (PVTO) is to create an intricate network of recent high school alumni and current students who are pursuing or plan on pursuing degrees at various postsecondary institutions and are eager to promote the values of education to the current generation of students. We fully understand the intrinsic power and value of education and believe that it should be easily accessible to all students who are willing to learn, regardless of race, religion, gender, sexuality, disability, class, immigration status, or nationality. In addition, we understand it to be self-evident that education is a fundamental human right and not a commodity for privatization. Hence, education must be guaranteed to all – free of cost. Under these principles, the PVTO dedicates its full capacity to providing free and quality academic enrichment to all students who are struggling in their core subjects or simply interested in developing the skills essential for entering their next year of elementary and secondary schooling, college, or a professional career.

Responsibilities:

- Tutors are expected to commit to at least one class per week for the full duration of the program.
- If any complications should arise, it is the duty of the tutor to inform the PVTO administration committee as soon as possible.
- Tutors are required to be capable and willing to teach the elementary and middle school levels of any course in all subject areas and have at least one preferred subject area for the high school level.
- It is the tutor's responsibility to report any inappropriate or disruptive behavior by any student.
- Tutors **MUST** report and actively intervene in any instance of bullying, harassment, or violence.

- Tutors are expected to uphold the values of the PVTO outlined in the Mission Statement.
- Tutors are required to consent to a CORI background information check.
- Tutors are expected to maintain an image of professionalism at all times.
- Tutors must demonstrate an intrinsic respect for the academic and human rights and needs of the students.

Rights:

- Tutors have the right to manipulate or reconfigure any curricula for the courses they are teaching.
- Tutors have full creative control over the content they decide to introduce to their classroom. However, we advise the tutor to use their best judgement in selecting material appropriate for their student's intellectual and social maturity level.
- Tutors are the sole authority in determining the schedule and pace of their courses.
- Tutors reserve the right to rescind their involvement with the PVTO at all times.
- Tutors are not required to fiscally contribute to the PVTO or any organization or activity related to it.
- Tutors retain all rights and privileges guaranteed to all citizens living in the United States.
- Tutors shall never be compelled to teach a class on their own, unless they voluntarily and actively accept.

Restrictions:

- Tutors may not touch the students in any manner.
- Tutors may not be alone with students at any time. If the tutor is the only tutor for that classroom or the tutor by circumstance is alone with a student, then the door must be open and they must be in a public place.
- Tutors may not discipline or punish students in any way. However, tutors may record incidents of foul behavior and present to the PVTO Administration Committee. If a student is being disruptive, the tutor may address the student in a non-combative way.

- Tutors may not receive any monetary or nonmonetary compensation from the parents or family of students or the student's themselves, while the program is running or afterwards for the tutors role in the PVTO.
- Tutors may not reveal any sensitive or confidential information about the PVTO or any student.

Bullying and Harassment

(Source: Peabody Public Schools, Human Resources)

Harassment consists of conduct that:

- 1) Has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive work or education environment;
- 2) Has the purpose of substantially or unreasonably interfering with a person's work or academic performance;
- 3) Or otherwise adversely affects a person's academic standing or employment opportunities.

Examples of prohibited behaviors shall include, but not be limited to, the following examples:

- 1) Verbal conduct: name calling, teasing, jokes or other derogatory or dehumanizing remarks, by an individual or group as in verbal bullying;
- 2) Physical contact: unwelcome touching of a person or person's clothing or any other act of physical intimidation or bullying;
- 3) Written conduct: notes, cartoons, calendars, graffiti, offensive or graphic posters, pictures, book covers, drawings, computer terminal messages of an offensive nature, or designs on clothing meant to offend another
- 4) Visual conduct: suggestive looks, leering, gesturing of a suggestive nature;
- 5) Blackmail: as in behavior with the intention to control another individual's scholastic achievement or employment status;

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

1. Causes physical or emotional harm to the target or damage to the target’s property;
2. Places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
3. Creates a hostile environment at school for the target;
4. Infringes on the rights of the target at school; or
5. Materially and substantially disrupts the education process or the orderly operation of a school.