

Notelove Instructor Handbook

WELCOME TO NOTELOVE! We are excited that you have joined our organization and are dedicated to bringing high-quality, free, music lessons to low-income students. Here are some guidelines, rules, and things you should know:

Instructors teach lessons to students, who sign up through our website. We will connect you with student(s), and from then on you are expected to contact the student/student's parents and arrange a meeting place and time. **For now, all lessons will take place online through zoom or on any other platform that you and your student agree to.** If you or your student feel uncomfortable about the situation/each other, please contact Notelove.

To become a Notelove instructor:

1. Please fill out a liability form ASAP and scan and email to Notelove if you have not already. There is also an hours sheet on this to help you keep track of your hours.

<https://docs.google.com/document/d/1qSLIVDvpX5FuDXlrPwBt2TZ8rLjWRxeDPMEYGtXnRBU/edit?usp=sharing>

2. Please also send us a high quality photo of yourself if you haven't already to: Noteloveboston@gmail.com

Notelove Boston is a PVSA certified organization. This means that through us, you can be eligible to win a presidential service award for your volunteer work. In order to apply for this award, you need to keep track of your volunteer hours using a hours tracking spreadsheet. Then at the end of the calendar year, you can reach out to the Notelove Boston Executive team about your interest in PVSA

Visit the official [PVSA website](#) for more information.

If you ever have any questions or concerns, please email Noteloveboston@gmail.com or contact any of the officers or directors through their specific contacts.

Below is a list of all our current directors:

Executive Director: Krithika Srinivasan and Hannah Sun

As a Notelove instructor, you are expected to:

- Communicate, respond, and interact with students in an appropriate manner
- Be proactive and responsible: if you can't make it to a lesson, let your student know and plan a prospective lesson
- It is okay to not be able to handle your lessons, but it is NOT okay to ghost/avoid your student
- Do not be late, or absent, without proper prior communication
- To be early is to be on time, and to be on time is TO BE LATE!
- [Link for some volunteer opportunities OTHER than teaching here](#)

Rules

Communication with Notelove Executives:

- Use Email or Discord.
- Check your Email at least once a day
- Continuously arguing and showing defiance of the Executive and Associate Director will result in a strike.
- Inappropriate attitude/behavior may result in a strike, depending on the severity of the case.
- Failure to vote in polls, reply to messages or send in forms/anything else sent out as a task will result in one strike. If this becomes a habit, termination may be appropriate.

Communication with Students:

- Check the messaging app you use with your students consistently.
- Failure to reply to messages in a timely manner will result in one strike. If this becomes a habit, termination may be appropriate.
- Be an open and friendly instructor: if something is going wrong, let the officers know, but otherwise, enjoy yourself and teach music.
- Being able to distinguish the line between personal life and work is paramount to success in a teaching environment: keep it appropriate and set boundaries.

Policies:

The policies below are NOT punishments; they should act as motivation for all members to do the best they can. We sincerely hope we never get to certain stages below with our team, however, while we are always thinking of individuals, our responsibilities to this organization ensure that we are dedicated to pursuing the success of our organization as a whole. Every member must do their part to contribute to our mission, and we must be sure our actions, or inactions, are not detrimental to the impactful work we are doing.

- Write-up: A write-up is an official notice of a violation of expectations, conduct, or behavior. Write-ups are delivered by direct superiors and will be sent to the executive team for review. Depending on the situation, write-ups may be followed by a strike at the executive team's discretion.
- Write-ups may be issued to individuals for inactivity, inappropriate conduct, or other reasons at the discretion of a direct superior.

Three Strike System: Strikes are issued at the discretion of an executive team member for actions that are detrimental to our cause.

1. Strike one: A warning email will be sent to the instructor including a rationale for the strike.
 2. Strike two: An email will be sent and the instructor will need to write a reflection.
 3. Strike three: Following an email, the member will be placed on immediate probationary leave for a minimum of a week. During this time, a meeting with the executive team may be required, and termination will be considered.
- Strike Reflection: A Strike Reflection is a form designed for members of the Notelove Team to reflect on not meeting a deadline or inappropriate behavior.
 - This form can be filled out by any member of the Notelove team to address any issue. The member may elect to remain anonymous if desired.