

TEACHER HONOR CODE

Effective: March 1, 2023

This Teacher Honor Code establishes a social contract between each teacher and QuaranTunes. **By becoming a QuaranTunes teacher, you are automatically expected to acknowledge and abide by this honor code.**

QuaranTunes is operated entirely on a volunteer basis so it is especially important that in deciding to join us as a teacher, you recognize that our organization relies on your integrity to fulfill your duties. You recognize that you are joining as a volunteer – that means, you will not be personally compensated for your service. However, your service will be in support of raising donations to our charitable causes. This honor code relies on the conviction that the personal integrity of each individual member strengthens and improves our entire QuaranTunes community of teachers and benefits our students.

QuaranTunes also strives to provide a welcoming and supportive environment for all of our individual contributors, teachers and students. A sense of mutual trust and respect is critical to the success of our organization.

With these principles in mind, if you join QuaranTunes as a teacher, you will be expected to abide by the following principles:

- You are free to discontinue your membership in QuaranTunes at any time. However, please strive to give us at least a 2-week notice so we could reassign your students to other teachers in time.
- You are expected to attend mandatory teacher meetings and workshops. If you are unable to attend, please inform your designated Head Teacher.
- On the first day of every month starting in summer 2023, you are expected to reply to a check-in email from quarantunes.info@gmail.com to ensure that you are still an active teacher. You would also have the opportunity to report any issues directly to our team. If we do not receive a reply from you by the end of the month, you will be removed from our teacher database and no longer be a part of QuaranTunes.
- If you need to reschedule or cancel a lesson, you are expected to provide at least a 24-hour notice to your student family and update the QuaranTunes calendar. When you get a new appointment, on your PickTime calendar, you must confirm it within 48 hours.
- You are providing your service voluntarily with no expectation of financial compensation.
- You must register all lessons through the QuaranTunes scheduling system, PickTime.
- Be on time for your scheduled lessons and keep your calendar up-to-date.

- You are expected to be respectful and courteous to all individual contributors and teachers and to your students and their families, and will strive to show the highest degree of professionalism and care.
- You may not divert QuaranTunes customers to yourself for your own personal gain. Members who do that without informing the QuaranTunes board and its express approval will be immediately removed from the platform and not be allowed to rejoin.
- Be mindful of your ability to sustain your workload. It is your responsibility to turn your availability “off” to better control your workload and schedule.

In the event of a violation of our honor code or complaints of violation from customers:

- You will be marked with a strike.
- After three strikes, we reserve the right to discontinue your membership in the QuaranTunes community.
- We will strive to resolve any issues with you personally first before making any decision for removal or marking a strike.

Thank you for providing your invaluable service to our worldwide community of students!