

Dear Parents and Guardians,

As we embark upon another bout of school-from-home, the San Diego Tutoring Tree would like to offer our assistance by providing free virtual tutoring in various academic subjects from grades 1-12 for families in need.

The San Diego Tutoring Tree aims to connect volunteer tutors with students across San Diego. Tutoring will be provided by advanced SDSU or UCSD (undergraduate through professional and graduate) students over password-protected Zoom meetings. We aim to match students and tutors based on the academic needs of the student and the expertise of the tutor. Students and tutors will meet virtually 2-3 times a week for a total of up to two hours a week to go over topics where assistance is needed. Where possible, tutors will collaborate with the student's primary teachers to establish goals for productive tutoring meetings. Tutors will keep track of the student's progress and the San Diego Tutoring Tree will send a weekly email with this information.

If you are interested in receiving tutoring assistance, please do two things. First, fill out this [Google Form](#) so that we can establish a connection and learn more about your needs. Second, please review the following documents and return the last page:

1. Tutoring Agreement
2. Children's Online Privacy Protection Act Information
3. Hold Harmless/Permission Statement (**Return this page**).

Please review all three forms and return the **last page only** with your signature. The form may be scanned or photographed for return. If you do not have access to a printer, please use this website (<https://smallpdf.com/edit-pdf>) to e-sign.

Please direct questions or comments to sandiegotutortree@gmail.com .

Best,

SDTT Team

San Diego Tutoring Tree Tutor and Student Agreement

The tutor, student, and parents/guardians of the student hereby acknowledge that they are voluntarily entering into a tutoring/mentoring agreement as described below. Should any conflicts arise, any single party among the tutor, student, or parents/guardians may terminate this relationship.

Communication Rules:

- All communication is to be of academic nature, both during tutoring sessions and in written email.
- Communication is to be restricted to emails, and password-protected Zoom meetings.
- There is to be no exchange of physical addresses, social media accounts, or any other personal information that may jeopardize any party.
- Communications via phone and/or text messaging will occur only with explicit parental consent.
- All communications between tutor and student will include a cc to parents/guardian email addresses.
- Parents/guardians are requested to meet and approve the tutor (virtually) prior to signing this agreement.
- Tutoring sessions will occur solely over password-protected Zoom meetings. Parents/guardians will have access to each meeting, and are asked to supervise each session. While the tutor pledges to adhere to ethical and professional conducts, it is the responsibility of the parents/guardians to supervise each learning session.
- Tutoring sessions should occur in common areas (i.e. living room, kitchen, shared office, etc.).

Time Commitment:

- The tutor and student agree to meet 2-3 times per week, for a total of up to two hours per week. The date and time of meetings will be agreed upon in advance and occur solely over password-protected Zoom meetings.
- Meetings will occur at least through the end of the 2020-2021 academic school year. If a change is needed, family and tutors will coordinate with the Tutoring Tree.
- Each party should be punctual and courteous of each other's time during sessions.

Expectations for tutor:

- To be respectful towards the student and parent/guardians.
- Provide guidance regarding academic topics, as outlined below.
- Prepare a weekly summary for parents/guardians and/or teachers that briefly summarizes topics covered and progress made during tutoring sessions.
- If a planned session must be canceled, the tutor agrees to provide at least 24 hours notice, except when emergent circumstances arise. In this case, the tutor will inform one of the San Diego Tutoring Tree leaders, who will attempt to find a replacement tutor, if needed.
- Maintain confidentiality of the student within the immediate circle of parents/guardians, students, leaders of San Diego Tutoring Tree, and/or teachers.

Expectations for student and Parents/Guardians (and/or Teachers, when available):

- To be respectful towards the tutor.
- To be properly prepared for each session by doing the readings/self-studying to the best of the student's ability.
- Inform tutor of academic material that needs to be covered prior to tutoring session, preferably at least 24 hours prior to the session
- If a planned session must be canceled, the student and parent/guardian agree to provide at least 24 hours notice, except when emergent circumstances arise.

Privacy And COPPA Statement Of San Diego Tutoring Tree

The San Diego Tutoring Tree's purpose is to connect volunteer tutors with families to provide free virtual tutoring for 7th-12th grade students in need of assistance. Tutoring will be provided by advanced (undergraduate through graduate and professional) SDSU and UCSD students.

We recognize, however, that parents/guardians and students are rightfully concerned about their privacy online. The purpose of this document is to explain the policies of the San Diego Tutoring Tree with respect to the protection of participants' privacy. This page also serves to satisfy the requirements of the Children's On-Line Privacy Protection Act of 1998 (COPPA) whose rules became effective on April 21, 2000. The privacy protection policies of San Diego Tutoring Tree go beyond the requirements of COPPA, however, in both inclusion (all participants are included, not simply those under age 13 as required by COPPA) and our protections.

For the purposes of this document, "student" refers to the student in need of academic assistance. "Tutor" refers to the SDSU or UCSD volunteer assigned to said student.

Privacy Policy of the San Diego Tutoring Tree

All private personal information about participants collected by the San Diego Tutoring Tree will be used only for the purposes of the operation of the San Diego Tutoring Tree. No private personal information will be shared with any outside agency. No personal or private information of any participant will be sold or given to any organization for any commercial purpose.

"Private Personal Information" as used here means personal identifying information that would not normally be known by random strangers and includes such information as emails and parents'/guardians' names. Certain information about a participant, such as his/her school or grade in school, is not considered "private" for purposes of this policy. While a participant's name is certainly "personal identifying information," the San Diego Tutoring Tree will not publicize the names, schools, emails, and teachers of participants. Such information will be used exclusively for the purposes of facilitating appropriate matches between tutors and students, and for establishing communication between parents, teachers, tutors, and students.

How Does San Diego Tutoring Tree Collect Information About Participants?

The principal avenue by which the San Diego Tutoring Tree collects information is via forms filled out by teachers and parents/guardians. Student names, parent/guardian or student email addresses, and schools are available only to administrators in the San Diego Tutoring Tree, and to the specific tutor paired with that student. All volunteers of the San Diego Tutoring Tree officials have been instructed that no student personal identifying information is to be shared with any other person or entity.

Tutors will record information about student progress after every tutoring session. This information will be compiled into a weekly report that will be shared with the student's parents/guardians and teachers via email so that shared decisions can be made to adjust/modulate further tutoring activities.

Federal Government Information About Privacy Rules

On October 21, 1998, COPPA, the Children's On-Line Privacy Protection Act of 1998, was signed into law by President Clinton, with broad support from industry and advocates for children and privacy. The statute required that the Federal Trade Commission (FTC) issue rules to implement COPPA's privacy protections within one year. On April 27, 1999, the Commission published a proposed rule in the Federal Register and requested public comment. Following a review of the comments, the FTC issued the final rule on October 20, 1999, giving Web sites six months to come into compliance with the Rule's requirements by the Rule's effective date of April 21, 2000.

The full text of COPPA, and helpful documents constructed by the Federal Trade Commission, are all available on the FTC's Web site entitled "KIDZ Privacy" located at <http://www.ftc.gov/kidzprivacy/>.

San Diego Tutor Tree Hold Harmless and Permissions Statement 2020-2021

Please initial, sign, and return. Tutoring sessions cannot begin until this form has been returned.

_____ We give our permission for our son/daughter to participate in tutoring matching services offered by the San Diego Tutoring Tree.

_____ We give permission for our son/daughter to participate in virtual tutoring sessions and agree to supervise these sessions.

_____ We as parent(s)/guardian(s) waive all claims against the San Diego Tutoring Tree, its volunteer tutors, and the leaders of the San Diego Tutoring Tree for injury, disease, or death of persons or loss of property or damages in any way occurring in connection with the San Diego Tutoring Tree. All communication between the mentor and mentee will be strictly academic.

☐ **We DO NOT give permission for our student to communicate with his/her tutor via phone or text message. We give permission for our child to communicate with his/her tutor via email or Zoom session ONLY.**

☐ **We give permission for our student to communicate with his/her tutor via phone, text message, email or Zoom session.**

☐ **We understand that all email communications and Zoom sessions will be shared with us.**

_____ We have read and understand the San Diego Tutoring Tree's full COPPA statement. We understand that questions/concerns should be directed to sandiegotutortree@gmail.com.

_____ We have read and understand the Tutoring Agreement.

☐ **We agree with the tutoring agreement above and the following outlined academic goals and/or additional tutor/student agreements:**

Additional tutor/student Agreements: _____

Academic Goals: _____

☐ We understand that items in the above list will change to fit the needs of the student. We will meet with our matched tutor to revise the above listed academic goals and agreements on _____ (date).

☐ **We do not agree with the tutoring agreement above and the outlined academic goals for the following reasons:** _____

Student Name (Print)

Student Signature

Student Email (Print)

Name of School

Date (m/d/yyyy)

(For students under 18)

Parent Name (Print)

ParentSignature

Parent Email (Print)

Date (m/d/yyyy)

For tutor

_____ I have read, understand and agree with the tutoring agreement above and the outlined academic goals.

Tutor Name (Print)

Tutor Signature

Tutor Email (Print)

Date (m/d/yyyy)