

Guitar Hands Academy (GHA) Mentor Terms of Usage & Student Safety Policy.

Notional

A. Abstract

Guitar Hands Academy (GHA) mentors play a vital role in shaping our students' musical journey. This document outlines the standards, ethics, and expectations required from every mentor to maintain excellence across the academy.

B. Core Responsibilities

- Deliver lessons with professionalism, clarity, and patience.
- Follow structured curriculum and lesson objectives.
- Provide timely feedback on assignments and practice recordings.
- Maintain accurate student progress records.
- Report any system issues, content gaps, or platform bugs to the admin team.

C. Professional Conduct

- Respect all students, regardless of age or background.
- Maintain positive communication and avoid harsh or demotivating language.
- Follow scheduled class times responsibly.
- Keep all lesson materials, videos, and PDFs confidential and not share externally.
- Dress appropriately for video lessons or live sessions.

D. Digital Etiquette & Safety

- Use only official GHA platforms for communication.
- Do not exchange personal social media or unrelated contact details with students.
- Protect student data and maintain privacy compliance.
- Immediately report suspicious or inappropriate behavior from any party.

E. Teaching Quality Standards

- Ensure audio and video quality are clear when recording content.
- Maintain lesson flow, ensuring accurate demonstrations of chords, rhythms, and techniques.
- Encourage students consistently and help them fix technique errors.
- Use GHA-approved teaching aids only.

F. Attendance & Availability

- Mentors must communicate at least 24 hours before missing a scheduled class.
- Emergency cancellations must be reported immediately to the admin team.
- Stay responsive to admin messages within reasonable hours.

G. Feedback, Assessment & Exams

- Provide objective, constructive grading aligned with GHA guidelines.
- Submit mock exam reports on time.
- Help students prepare emotionally and technically for exam challenges.

H. Mentor Dashboard Usage

- Update your mentor profile details when required.
- Keep reports and student progress entries accurate.
- Use dashboard tools (quotes, lessons, reports, songbooks) responsibly and consistently.

I. Compliance & Violations

- Any breach of conduct may result in suspension or removal from GHA.
- Serious violations may lead to permanent disqualification.
- GHA reserves the right to modify this policy and notify mentors accordingly.

J. Commitment Acknowledgment

By participating as a mentor, you agree to follow this Code of Conduct and uphold the values of Guitar Hands Academy.

Detailed

Introduction

This document outlines the standards, expectations, and professional conduct required of all Guitar Hands Academy (GHA) mentors. It exists to ensure a safe, respectful, and high-quality learning environment for students, parents, and mentors alike.

By working with GHA, mentors agree to uphold these guidelines in full.

1. Role & Professional Responsibility

Mentors at GHA are educators, role models, and representatives of the academy. They are expected to conduct themselves with maturity, patience, and integrity at all times.

Mentors are responsible for:

- Delivering structured, prepared lessons as assigned
- Respecting student learning pace and confidence
- Maintaining a calm, encouraging teaching environment
- Representing GHA values in all interactions

Mentors are not expected to be perfect — but they are expected to be professional.

2. Teaching Standards & Class Conduct

All classes must follow the GHA lesson structure and curriculum guidelines.

Mentors must:

- Be punctual and prepared for every class
- Avoid cancelling or rescheduling without prior approval
- Teach only the assigned student(s) and course content
- Maintain focus during class (no multitasking, phone distractions, or interruptions)

Any deviation from lesson quality or structure should be communicated early, not hidden.

3. Student Safety & Boundaries

Student well-being is non-negotiable.

Mentors must:

- Maintain clear professional boundaries at all times
- Never engage in inappropriate, personal, or private conversations
- Communicate only through approved GHA channels
- Never request or accept gifts, money, or favors from students or parents

All communication must remain respectful, age-appropriate, and learning-focused.

4. Communication & Reporting

Mentors are required to:

- Share weekly schedules or planners as instructed
- Submit monthly student progress reports on time
- Inform GHA of any learning concerns, attendance issues, or parent feedback

Silence, avoidance, or delayed communication harms trust and will be addressed.

5. Attendance & Class Integrity

Mentors must only mark classes that were genuinely conducted.

Any attempt to:

- Falsely report classes
- Misrepresent attendance
- Bypass reporting systems

will result in immediate review and possible termination.

Trust is foundational at Guitar Hands Academy International.

6. Payment Eligibility & Compliance

Mentor payments are processed monthly, typically in the final week of the month.

Payment eligibility requires:

- Completion of assigned classes
- Submission of required student reports
- Compliance with weekly planning and communication expectations

Incomplete requirements may delay or reduce payment until resolved.

7. Growth, Feedback & Development

GHA supports mentor growth through:

- Feedback sessions
- Increased student allocation
- Higher responsibility tiers
- Long-term leadership opportunities

Mentors are encouraged to:

- Accept feedback professionally
- Ask for guidance when unsure
- Grow steadily rather than rush advancement

Progress is earned through consistency, not pressure.

8. Confidentiality & Intellectual Property

All GHA materials, systems, lesson content, and student data are confidential.

Mentors may not:

- Share GHA materials externally
- Reuse curriculum for personal commercial use
- Record or distribute classes without approval

Respect for intellectual property is mandatory.

9. Termination & Exit Conduct

GHA reserves the right to pause or end mentor engagement if:

- Policies are repeatedly violated
- Professional conduct is compromised
- Trust or safety is breached

Mentors are expected to:

- Provide reasonable notice where possible
- Complete pending responsibilities professionally
- Return or delete confidential materials upon exit

10. Mentor Identity

Mentors at GHA are not “temporary teachers.”

They are:

Certified GHA Mentors

entrusted with student growth, family trust, and the academy’s reputation.

Mentor Kindly Complete this section as Your agreement to GHAI terms & conditions

Mentor Name: _____

Signature: _____

ID/Adhaar/Passport Number: _____

Date: ____/____/____

GHA Admin: _____



GUITARHANDSACADEMY

INTERNATIONAL

Guitar Hands Academy International

Redefining guitar education worldwide.

✉ mentorsupport@guitarhandsacademy.com |

🌐 www.guitarhandsacademy.com

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