

NORTH PUTNAM COMMUNITY SCHOOLS

MENTORING GUIDELINES

These guidelines shall apply to all mentors of the North Putnam Community School Corporation unless otherwise specifically excluded in writing and shall include those employment policies deemed desirable by the Board of School Trustees and the Administration. This handbook shall remain in effect until changed by action of the Board of School Trustees.

Mentors shall work under the supervision of the building principals or any other supervisory person as designated by the Principal and/or Superintendent. Mentors are subject to assignment to duty by the respective building principal and/or supervisor, as he/she deems advisable to complete the task at hand.

PROGRAM GUIDELINES FOR MENTORS

- A. RESPONSIBILITIES:** Approved mentors will be assigned a student/s to sit with at lunch time. Mentors are expected to engage and interact with students in appropriate conversations, primarily as a sounding board for the student/s. Actively listening to students is a vital part of the program.

- B. CONFIDENTIALITY:** Discussions between the mentors and students shall remain confidential. However, the mentor shall inform ONLY the school counselor and/or principal of any information that will assist the school in meeting the child's needs and/or if the student reveals any information that would cause suspicion of child abuse or neglect. Reporting of child abuse and neglect is the law for any adult in the state of Indiana.

- C. COMMITMENT:** Consistency is key. If a mentor makes the commitment to participate in this program, the student's needs must be a priority. Continual cancelation or failure to report for mentoring duties will result in the mentor's removal from the program. The term of service for mentoring shall not be less than one school year with the assigned student, but could carry into subsequent years depending on the rapport established between the student and mentor.

- D. SCHEDULING and ASSIGNMENT:** Approved mentors will be scheduled by the school counselor on a weekly basis for 30-60 minutes, one or more times per week based on the needs of the student and the availability of mentors in the program.

SCHOOL REGULATIONS AND POLICIES FOR MENTORS

Violation of the Corporation's rules, regulations, policies and/or the contents of this handbook may result in termination as a mentor.

- A. EMPLOYMENT QUALIFICATIONS OF MENTORS:**
 - 1. Each mentor must be trustworthy, of good moral character, and good physical health.
 - 2. Mentors must be cognizant of the educational program and their

responsibility to the students.

- B. **RESPONSIBILITIES AND DUTIES OF MENTORS:** Mentors are vital in accomplishing the mission of the North Putnam Community School Corporation. They must represent themselves, the schools, and the community with dignity and honor and perform all tasks required of the position.
- C. **GENERAL CONFIDENTIALITY:** Information about our students, parents, and staff is strictly confidential and is not to be discussed in public places. Discussing or revealing confidential information with individuals outside of the School Corporation or with individuals within the School Corporation who are not authorized to have such information will not be tolerated and will be grounds for termination. We must respect the privacy of our students, parents, and staff.
- D. **DRESS:** Mentors will be expected to adhere to the corporation's established student dress code.
- E. **ID BADGES:** Each mentor will sign in at the building office and be issued and shall wear an ID badge at all times during working hours.
- F. **HARRASSMENT POLICY:** The North Putnam Community School Corporation will not tolerate harassment in all protected areas (sexual, racial, religion, disability, language, etc.) under applicable state and federal law. Employees shall not engage in any form of harassment, and are furthermore directed to refrain from any-and-all verbal or physical conduct of a harassing nature while on the job. Victims of harassment are encouraged to file a written report on forms supplied by the School Corporation. The report shall be forwarded to one of the designated persons listed below:
 - 1. Immediate Supervisor
 - 2. Building Principal
 - 3. Administrative Assistant to the Superintendent
 - 4. Superintendent
 - 5. President of the Board of School Trustees
 - 6. Complete copies of harassment policies 10120 and 6360 and the reporting forms can be found in the School Corporation's Policy Manual.
- G. **DRUG/ALCOHOL FREE WORKPLACE POLICY:** Unlawful possession, use, or distribution of illicit drugs and/or alcohol on school premises or as a part of any of the activities associated with the North Putnam Community School Corporation is prohibited.

Disciplinary sanctions, which are consistent with local, state, and federal law, up to, and including termination and referral for prosecution will be imposed on employees who violate the standard of conduct Sanctions. The seriousness of the offense could result in termination.
- H. **TOBACCO FREE CORPORATION POLICY:** The North Putnam Community School Corporation prohibits smoking and/or the use of tobacco products in all school buildings, athletic facilities, and in all school vehicles.

Mentor Release

I, _____, wish to mentor for the North Putnam Community School Corporation. I understand the nature of mentor activities that I may perform in my capacity as a mentor may involve physical activity, contact with unfamiliar persons, or other potential risk of bodily injury or damage to property. I understand as a mentor that I will not be paid for my services, that I will not be covered by any medical or other insurance coverage provided by North Putnam Community School Corporation, and that I will not be eligible for any Workers Compensation benefits.

I hereby assume complete responsibility for any injury and/or property damage that I sustain or cause during my mentor participation. In addition, I hereby hold harmless and covenant not to file suit against North Putnam Community School Corporation or any of its affiliated organizations, nor against their officers or directors, any of the employees, mentors, partners, agents, sponsors, or board members from any and all loss, liability, or claims I may have arising out of my service as a mentor.

I further consent to the unrestricted use by North Putnam Community School Corporation and/or person(s) authorized by them of any photographs, recordings, interviews, or similar visual recording of me.

I addition, I understand that North Putnam Community School Corporation checks the criminal history of mentors using background checks and I consent to the organization running a criminal background check on me.

_____ (print name)

_____ (signed)

_____ (date)