

Program Policies

Location – Check-In – Missed Meetings – Gifts – Early Exit – Abuse Reporting – Confidentiality

Policies and Guidelines – Everyday Heroes Mentoring

Specific policies for USucceed will be covered in a separate orientation.

Location

School-based mentoring activities take place **on school grounds only**. Specific areas of the building may be used (i.e. gym, library, etc.) pending availability and approval. Ideally, mentors should try to meet where at least one other adult is present. When meeting in smaller classrooms or offices, doors should remain open at all times. **Off-site activities are not a sanctioned component of the Everyday Hero Mentor Program – no exceptions!**

Check-in

Mentors should sign-in at the school's main office or counselor's office before meeting the student. A name badge will be provided by the program and must be worn while mentoring.

Missed Meetings

If unable to make a scheduled meeting, mentors should notify the school counselor (in advance). At some schools, it may be more appropriate to communicate a missed meeting with a teacher or secretary. The meeting may be rescheduled for another time that week.

Gifts

Mentors are NOT expected to give gifts to students. If a mentor feels compelled to give something for a special occasion, please keep it small and **check with the school and/or LSS before giving**. Some mentors may want to bring in lunch for the student. That is acceptable on occasion – it is not recommended to bring lunch every week.

Unanticipated Ending

Mentors commit to meeting with a student one hour per week for one school year (two semesters). However, mentors are encouraged to follow their same student from year to year. Research confirms that short matches that terminate early (three months or less) can have a potentially negative impact on youth. Students may actually regress in several key risk areas as a result of a failed mentoring relationship. Should circumstances arise that prevent a mentor from fulfilling the obligation, the mentor must notify LSS as soon as possible. The mentor should arrange for a final meeting with the student to bring the relationship to a successful close.

Abuse Reporting

School personnel and LSS staff are required by law to report any alleged or suspected incidents of child abuse or neglect to law enforcement or to the Department of Social Services, Office of Child Protection. Mentors should report anything their student tells them

that sounds like alleged or suspected abuse or neglect to a LSS or school official, who in turn files the referral to authorities. It is important to report the day you become aware of it.

Confidentiality Statement

Mentor programs foster a sense of trust. The mentoring relationship should be a safe place for students to explore and discuss issues that affect them. Students deserve respect and privacy. Mentors should not share private information about the student or the student's family. However, confidentiality is not the same as secrecy. If a student reveals a severe situation (abusive, neglectful, illegal, or life-threatening) the mentor must report this information to school personnel or LSS.