

# Mentor, LSS, Student, School and Parent Responsibilities

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In order to ensure everyone is on the same page with expectations, the responsibilities of various parties involved in the mentoring relationship are listed below. Please note the responsibilities and contact LSS immediately if you feel they are not being lived up to.

## **Every Mentor**

- Be a positive role model to the student.
- Report any suspected neglect or child abuse to a school official or LSS the same day.

## **Everyday Heroes Mentors**

- Commit to one year of participation.
- Meet with the student at school for one hour per week throughout the school year.
- Contact the school if unable to make a scheduled meeting.
- Contact the school before scheduled meeting to be sure student is in attendance.
- Individual schools may request other responsibilities which will be communicated by the School Counselor.

## **USucceed Mentors**

*Please note that USucceed Mentors need to attend an individual meeting in addition to New Mentor Training.*

- Commit to meeting with the student until high school graduation.
- Meet with the student four hours per month.
- Stay in regular communication with your student through phone, email or text to schedule meetings.
- Meet with LSS staff at least twice a year to monitor relationship progress.

While the mentor responsibilities are most important for this training, please note the responsibilities of others that will play a part in your mentoring relationship.

## *LSS Responsibilities*

- Recruit, screen and train all mentors.
- Maintain all mentor records.
- Serve as liaison between mentors and schools.
- Provide follow up training and support for all mentors.
- Send monthly e-newsletter and other important program information to all mentors.

## *Student Responsibilities*

- Be honest and give mentors a chance to know them.
- Be respectful of their mentor.
- Do things that both mentor and student enjoy.

- Do not make unreasonable request of your mentor.
- Alert mentor to any schedule changes (within reason).

#### *School Counselor Responsibilities*

- In cooperation with school staff, identify students that can benefit from a mentor and obtain parent permission for that child to participate in the program.
- After a mentor has completed training, contact the mentor with matching information and when the mentor should expect to start. This generally takes at least two weeks and sometimes longer depending on the time of year.
- Coordinate the first meeting of the student and mentor. Orient the mentor to the school and let them know about specific building policies.
- Provide ongoing support as necessary.

#### *Parent Responsibilities*

- Review the written program description.

Sign a consent form permitting the child to participate in the program.