

**DUNCANVILLE INDEPENDENT SCHOOL DISTRICT
MENTORING PROGRAM**

GUIDELINES

- Be on time. Remember that students are looking forward to your visits.
- Be positive, firm, fair, friendly, alert, organized, and conscientious!
- Be prudent and professional in any physical contact or public display with students.
- Keep all promises. If you cannot be at the mentoring session, be sure to contact the school in advance to inform teachers and students. Don't forget, your students expect you to be there.
- Do not give student your home phone number or address. Some of the students in the program will come from economically disadvantaged homes. You may be tempted to provide presents or other material items. This is not appropriate and may distort the purpose of the program.
- As a role model, set an example that can help students improve their attitude toward education and will develop their enthusiasm of learning.
- Confidentiality is important. If your students share sensitive issues with you, these matters should not be discussed with family or friends. Some issues may arise that you feel must be addressed. The Mentor Program Coordinator is available to assist you with any such matters.
- Business or business casual attire is appropriate for the weekly meetings.
- Proceed to each student's classroom and take them to the designated work area, i.e., library, cafeteria, etc. Work areas may vary. Please, be flexible!
- Do not meet in an isolated location.
- Remember that we are guests on campus, and although we are certainly welcome and appreciated, we operate under the school's rules. Smoking is not permitted.
- Every effort should be made to ensure that students feel privileged and proud to be chosen for this extra attention.
- Give your students a chance to tell you about any personal events that may have happened since the previous week, such as family events, sports, accidents, fears, accomplishments, concerns, etc.
- Since the mentors take the students out of the classroom, students do not have to be concerned about experiencing failure or competing with peers. Students are unlikely to become discipline problems, since they do not need to compensate for failure by "showing off" to friends. Should a problem arise, however, the program coordinator should be notified.
- You should never engage in criticism of the teacher or the principal with the student.
- In all cases the students are to remain on the school campus during your visits.

DUNCANVILLE INDEPENDENT SCHOOL DISTRICT VOLUNTEER PROGRAM

Three district policies that are relevant to mentoring training:

- School Volunteer Program (GKG.Regulation, GKG.Local, and GKG.Legal)
- Student Welfare: Child Abuse and Neglect (FFG.Legal, FFG.Exhibit)
- Employee Standards of Conduct (DH.Legal, DH.Local)

The Duncanville Independent School District is bound by law and policy to set certain standards for all staff and volunteers to follow so that public school students (and their families) will be protected while they are attending school. Therefore everyone is asked observe these safeguards.

Should a student disclose information concerning abuse of any nature, staff and volunteers must immediately notify the principal, campus contact person, or counselor. In addition it remains a legal responsibility to report the suspected abuse to Child Protective Services.

Please be aware of the following:

- Do not verify or investigate the allegation; do not confront or notify parents.
- If physical injury is involved, ask the nurse to examine the student.
- The person who firsts suspects the abuse is responsible for reporting the incident (report may be made anonymously).
- Have the following information ready:
 1. Student's name and date of birth
 2. Student's ethnicity/race
 3. Student's address
 4. Mother/father/guardian's name/address/phone number
 5. Description of the occurrence on which the abuse is based
 6. Student ID number
- If it a school employee who is suspected of abuse, notify the principal.