

Sumter School District Mentor Contract



School: _____ Phone Number: _____ Fax Number: _____

PROCEDURES FOR MENTORS

The mentor agrees to one contact per week for the rest of the school year. When circumstances prohibit the mentor from making a contact with student, the mentor will contact school by phone or by fax to leave a message for the student.

The mentor must meet with students only on school grounds. Permission from the parents only includes school grounds during the school day or at school events. It does not include email or social media contacts.

The mentor keeps information that his mentee tells him confidential unless the mentor gives him permission or there is evidence of danger to the mentee or others. The mentor is required to share this information with the Assistant Principal or Guidance Counselor at the school and the mentor may need to be involved in report procedures.

The mentor will not give the student money or expensive gifts. It is okay to purchase inexpensive items for your mentee such as incentives, greeting cards, small gifts or portfolio covers.

The mentor should always “sign in” at the front office when entering the building and wear the identification sticker. It is a good practice to check in with the person of contact at the school.

The mentor will set a schedule with the person of contact at the school and notify this person if the appointments can't be kept.

The mentor will never see students alone behind closed doors.

The mentor will be a good role model for the student and will dress professionally, and act professional while in the presence of the mentee and in the school. (No profanity, no use of alcohol and drugs while in contact with student).

The mentor will leave his or her cell phone in the car.

The mentor will comply with school emergencies drills while on campus.

The mentor will acquaint him/herself with the discipline code.

The mentor will respect the bell schedule.

The mentor will seek suggested training resources, read newsletters, and do personal study to gain more knowledge about being a mentor.