

## **Alma Public Schools Mentor PLUS Program Standards of Conduct**

### **Characteristics of Mentors:**

- Honest and respectful
- Patient with students
- Flexible to student needs and schedules
- Prompt, dependable and regular in attendance
- Friendly to teachers and children
- Supportive of administrators and school staff
- Discreet, sincere and dedicated
- Respectful of youth and mindful of confidentiality

### **Responsibilities:**

- Sign in and out properly at each school visit
- Wear Alma Public Schools identification at school or Masonic Pathways ID at Masonic Pathways
- Keep all student information confidential, unless abuse or neglect is suspected; in that case, report concerns to the principal and program director
- Telephone the program coordinator to notify the student if you will be absent

### **Explore Mentoring Program's Guidelines:**

- All activities are school based. Activities are to occur to school grounds during the regular or extended day. Any exceptions must follow school guidelines and have mentor coordinator approval.
- Volunteers and employees may not transport students
- Volunteers and employees avoid all physical contact with students and interact with students in area with other present, or leave door open. Limit physical contact to accepted gestures of greeting, guidance and praise, such as handshakes, high fives or side hugs given only after student permission.

### **Explore Mentoring Program's Volunteers:**

- Avoid giving money to students
- Support teachers and their ideas
- Treat teachers, students and parents with respect
- Realize that you are a school / site visitor whose purpose is to give support to students
- Do not make negative comments to others about the students, teachers, or Explore Program staff
- Exhibit behavior supportive of all ethnic / racial groups
- Consult with the teacher and / or the site supervisor if problems occur. If problems are not resolved, phone the mentor coordinator to report the problems.

The Explore Mentor PLUS Program's mission is to connect youth with caring adult volunteers at schools and safe sites to promote success, encourage healthy behavior and build stronger communities. I agree to work to fulfill this mission and that of the Alma Public Schools.

I have read the above and agree to follow these standards of conduct guidelines as a participant of Explore Mentor PLUS Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name here

Date \_\_\_\_\_