



Pathway Partners Mentoring Program

Mentee and Parent/Guardian Handbook



Partner Program

Welcome! Thank you for your interest in the Pathway Partners Mentoring Program! Congratulations on taking the first step on this journey with your mentor. This can be an amazing experience as you share your goals, dreams and aspirations with someone who is as excited about your future as you are! I respect you for taking this opportunity to allow a mentor to walk this path with you.

This handbook will provide helpful tips and will serve as a guideline for your relationship. The Pathway Partners Mentoring Program staff will also be available for you at any time if you need help or have questions. Please be sure to check in, monthly, with the program director throughout the year.

We wish you success on your journey with your mentor!

Ginger Sternweis, Program Director

(715) 387-8464, ext. 4335

You might be interested in knowing the story of Mentor....

The character Mentor appears in *"The Odyssey"*, a story told by the Greek poet, Homer. Mentor was a trusted friend of King Odysseus. When the king sailed away to fight in the Trojan War, Mentor was given the task of keeping the king's only son safe and helping him grow up to be successful. The word "mentor" itself comes from several Greek words meaning to think, to counsel, to remember, and to endure. Over time, "mentor" has come to mean a trusted advisor, friend, teacher, and wise person.

(From *Ready for Mentoring, A Guide for YouthBuild Students*. YouthBuild USA National Mentoring Alliance)

Table of Contents

What is Mentoring?

Pathways Partners Program

Student Guidelines

Confidentiality Policy

Mandated Reporter Policy

How to Prepare for the First Meeting

Tips for Students

Role of Parents/Guardians

When the Partnership Comes to an End

Mentor Commitment Form

Student Commitment Form

What is Mentoring?

A mentor is a caring and responsible adult who takes time to be a friend to a young person. A mentor listens, supports, and guides a young person on a consistent basis over a specified period of time. Mentors are volunteers from the community who know that young people can make a positive difference in the world.

Mentoring can:

- Help a young person define and achieve his/her own goals
- Help a young person improve in school
- Nurture a young person's self-confidence and positive self-esteem
- Provide a trusted, caring, listening ear to a young person and help him/her solve problems
- Introduce the young person to new ideas, activities, and opportunities

Mentors are not meant to take the role of parent, guardian, or teacher. A mentor is not a disciplinarian or decision maker for the young person. A mentor's main role is to spend time with the young person doing positive and fun activities that help the young person become more self-confident. By doing this, the mentor becomes part of the team of caring adults who support the healthy development of your child: parents, relatives, teachers, coaches, faith leaders, and friends.

A mentor is a . . .

Friend
Coach
Companion
Supporter
Advisor
Role model
Resource for new ideas and opportunities
Someone your child can talk to

A mentor is not a . . .

Social worker
Parent
Teacher
Counselor
Cool peer
Parole officer
Baby-sitter
Source of money
Disciplinarian

Pathway Partners Program

The mission of the Pathway Partners Mentoring Program is “to expose high school students to nurturing relationships with caring adults and to the diversity of opportunities and experiences in our community. These experiences, having guided academic and personal development, will enhance students’ life skills and enable them to make successful transitions to post high school education and employment”.

Pathway Partners Mentoring Program matches students with adult mentors in the community who share similar interests and career paths. The mentee and his/her mentor commit to meeting once a month during the academic school year either at school or elsewhere in the community. The mentor’s purpose is to help the students expand their horizons, explore their interests and expose them to a larger world.

Pathway Partners Mentoring Program is a United Way Partner Program that was established at Marshfield High School in 1999. Over the years, hundreds of students and mentors have come together to share experiences that have bettered all of their lives.

Student Guidelines

- **Meeting Your Mentor - A High Priority!**
 - **Partnership**-Meetings with your mentor are an important part of having a successful relationship. Make sure that you are committed to making and keeping the appointments with your mentor.
 - **Mentor/student trust and confidentiality**- Mentors and students will develop rapport and trust between each other. However, mentors are mandated to report any information shared by their student that involves illegal behavior or which could be potentially harmful to the student or someone else.
 - **Phone numbers/e-mail**- Share your phone number and e-mail address with your mentor. You are encouraged to arrange meetings with your mentor via email or texting. If you do not feel comfortable exchanging your contact information at the beginning of your partnership, please make an alternate plan for how you will communicate with your mentor with the Pathway Partners staff.
 - If you choose to use email to communicate with your mentor **be sure to check your e-mail frequently**, at least once a week.
 - **Canceling appointments**- If you are unable to make your scheduled meeting with your mentor you need to either contact your mentor directly to cancel your meeting or notify the program coordinator prior to your scheduled meeting. If a mentor cancels his/her appointment with you, they will notify you directly, call the program director, or leave a message in the office for you. You will be notified to pick up your message.
 - **Illness**- If you are ill on a day you have a meeting scheduled with your mentor, please make every effort to contact your mentor prior to that meeting. If you are not able to reach your mentor, you can notify the program director and she will make an effort to notify your mentor for you.
 - **Activities** – You and your mentor will spend time at your school or in the community engaging in activities that you both enjoy such as: going to the park, taking a walk, enjoying meals together, going to the library, or just hanging out. Pairs should not engage in high-risk activities that are beyond the bounds of reasonable risk. Additionally, meetings should only take place in public spaces at your school or in the community. Visits to your mentor's home, as with all activities with your mentor, must have your parent's/guardians prior approval. Activities should be geared around your mutual goals and building the relationship, and will usually be free or low cost. If you have a question about whether an activity is permitted, please contact the program director.
 - **Gifts** – The best gift that mentors and mentees can give each other is their time. However, there are occasions when a small gift is acceptable, such as a birthday, special accomplishment or holiday. We ask that mentees and mentors do not spend over \$25 on a gift.

- **Meeting Forms, Study Halls and Passes**

- **Study hall passes-Students** need to have their **planners** signed by the Pathway Partners Director to be released from study hall for a meeting with their mentor. Stop by the Pathway Partners office a few days before your meeting to complete this paperwork. If you do not have your planner signed, you will not be allowed to leave study hall to meet with your mentor. **NOTE: Mrs. Ginger Sternweis is not at school on Fridays.**
- **Off-campus passes**-Anytime you leave school during school hours, a field trip form is required. **A field trip form, signed by your parent or guardian, must then be returned to the Pathway Partners Director or school administrator if the Director is not available. The student will then be issued a copy and must furnish this form to the mentor prior to leaving school. The original will be placed in the student's file.** The student will also need a building pass from the main office. A lunch with your mentor or a job shadow experience will be canceled if the field trip form is not on file. **It is your responsibility to pick up your building pass before you leave-you will not be allowed to leave the building without it.**
- **OVER-NIGHT FIELD TRIPS: ARE NOT PERMITTED UNDER ANY CIRCUMSTANCE.** Over-night field trips or knowledge of an overnight field trip will result in automatic termination of the student/mentor partnership. **Out of town travel** (day trips only) **MUST** have prior parental/guardian approval.
- **ALCOHOL, OTHER DRUG AND TOBACCO:** Use of or possession of tobacco, alcohol or mood altering substances are strictly prohibited. (Source: School District of Marshfield Activities Handbook. Board Approved: July 8, 2015). If visible will be confiscated by the mentor. Violation of this policy may result in immediate suspension or termination from the program. Likewise, mentors are prohibited from using alcohol, tobacco or mood altering substances while meeting with their mentee or prior to a meeting. If you believe your mentor has violated this policy, please inform Pathway Partners or school staff immediately. Violation of these policies may result in immediate suspension or termination from the program.
- **Summer meetings** are not required; however, summer meetings are permitted with parental permission. Field trip permission forms are not required during summer meetings. All established Pathway Partners Mentoring Program policies and procedures outlined in this handbook must be followed during summer meetings.

- **Messages**

- **Announcements**-Answer announcements right away when you hear your name. Messages may relate to your mentor visit, so come to the program director's office to get the message. Use your daily planner to help remind yourself of meetings with your mentor. If you forget to write the time/date of your next meeting with your mentor, please contact your mentor or the Pathway Partners Director to confirm your next meeting.
- **Message board**-You can leave messages on the Pathway's office door for Mrs. Sternweis or leave a message for her by calling (715) 387-8464 ext. 4335.

- **Social Networking**
 - Pathway Partners Mentoring Program does not permit or condone the use of social networking between mentees and mentors within the context of the Pathway Partners Mentoring Program relationship.
- **Match Support**
 - The Pathway Partners Director will maintain regular contact with the students. However, the students are expected to check in with the director throughout the school year, at least monthly.
 - The Pathway Partners Director will make contact with the parents at least twice during academic year.

This mentoring program was created to benefit you...the student. Your mentor can become a good friend, a guide and even a job reference. With some effort by both of you, there is much to gain in your partnership!

Confidentiality Policy for Mentors and Students

Pathway Partners mentors and students will ideally build a relationship based on mutual trust and respect. As trust builds, mentors and students may find themselves sharing information that should be kept confidential.

For example, information shared by mentors and students about family relationships, grade point averages, job performance, pain, frustration and disappointments of living, etc. should be kept confidential. Mentors should not share this information with anyone else, including family, friends, acquaintances and co-workers.

But sometimes, confidential information does need to be shared. Mentors have a primary responsibility to maintain the safety of the student. Mentors and students need to be clear from the beginning of their relationship, that while most of the time what is discussed is just between the two of them, if there was ever a situation where the mentor thought that the safety of a student or someone else was at risk, they would contact outside sources.

Examples of confidential information that must be shared include:

- suspicions of child abuse or neglect (see the “Mandatory Reporting of Abuse and Neglect Policy”)
- threats of suicide
- reports of dangerous and/or illegal behavior going on in the home, including, but not limited to such things as drug and alcohol abuse, and illegal use of firearms.

Mentors or students who have concerns about information that has been shared in a mentoring relationship should share their concerns with the Pathway Partners Mentoring Program Director. If s/he cannot be reached, they may speak with one of the Guidance Counselors at Marshfield High School (715-387-8464, ext 4200). If danger is imminent, contact the Marshfield Police Department or the County Sheriff’s Department (911).

(Board approved 9/22/2015)

Mandatory Reporting of Abuse or Neglect Policy

The mentor's first responsibility is for the safety of the student. The mentor should be clear with the student from the beginning of the relationship that most of the time what is discussed is just between the mentor and student. If there ever is a situation where the mentor believes the safety of the student or someone else was at risk, they would be required to contact outside sources. The mentor can promise support and assistance, but not absolute secrecy.

Abuse or neglect encompasses physical abuse, sexual abuse, and emotional abuse. Under law, mentors are required to report if they suspect child abuse or neglect has already occurred, or if they reasonably believe that abuse or neglect will occur.

A mentor must make a report in a timely manner whenever he or she has a reasonable cause to suspect that a child has been abused or neglected. "Reasonable cause to suspect abuse" means a belief, which is based on evidence, but short of proof, that an ordinary person would reach about the existence of abuse or neglect if presented with a given set of facts. It is not the mentor's responsibility to determine *if* abuse or neglect has occurred, just ensure the report is made.

To make a report, the mentor will contact the Pathway Partner Director, at (715-387-8464, extension 4335) and tell her of their observations. He/she will include as much information as possible, including names of the people involved, place(s), and date(s), etc. If the coordinator is not available, the mentor will speak with one of the MHS Guidance Counselors (715-387-4332). That person will then contact Social Services or the Police Department, as appropriate.

If something occurs that makes the mentor suspicious of abuse or neglect (and this happens before or after school or on the weekend) and immediate attention is needed, the mentor will contact the Marshfield Police Department (715-387-4394) or the local Sheriff's Office (715-384-5345). They in turn contact the social worker on-call from Social Services. This social worker will assess the situation and determine a course of action.

The names of those who report child abuse or neglect are kept confidential. In addition, the law grants immunity from liability to those who make a report in good faith. Information concerning alleged child abuse is confidential.

(Board approved 3/29/2016)

Preparing for the First Meeting

✓ Have some conversation starters ready to go...

1. What made you become a mentor?
2. What do you do for fun?
3. What do you do for your job? How did you end up in that line of work?
4. Tell me three unlikely things you did today (or recently).
5. Where did you grow up? What is the strangest and best thing about that place?
6. What is your cultural background?
7. What are three words you would use to describe yourself?
8. Who are some of the most important people in your life?
9. Tell me an embarrassing or funny thing that happened to you lately.
10. What were you like when you were my age? What did you like to do?
11. What is your favorite book and why?
12. Let's talk music. I listen to. . . What kind of music do you like?
13. If you could have a conversation with someone from history, who would it be and why?
What would you talk about?
14. What are three things in your bucket list?
15. If you could be anyone in the world for an hour, who would it be and why?
16. If you could teleport by blinking your eyes, where would you go right now?
17. What is the latest movie you have seen?
18. Who was your mentor growing up and why did you see them as a mentor?
19. Other:
 - 20.
 - 21.
 - 22.
 - 23.
 - 24.
 - 25.
 - 26.
 - 27.
 - 28.
 - 29.

- ✓ **Think about some activities you would like to do with your mentor (at school and outside of school)**

1.

2.

3.

4.

5.

- ✓ **Think about some goals that YOU have for this mentoring relationship.** It will be important to share these with your mentor! Your mentor wants to help you achieve your goals!

Here are some examples to get you started:

- ✓ Form a relationship with an adult outside of my family
 - ✓ Learn about a new profession and educational path
 - ✓ Take advantage of new opportunities in my community
 - ✓ Discover new strengths about myself
 - ✓ Be open to having an adult role model and friend.
- ✓ List three of your own **short**-term (1-12 months) goals here:

1.

2.

3.

- ✓ List three of your own **long**-term (12 months +) goals here:

4.

5.

6.

Tips for Students

How do I get the most out of my mentoring relationship?

- Make a commitment to your mentor to make the most of this new friendship
- Exchange contact information and talk about the best way to contact each other
- Be reliable. Show up for meetings. If you make a plan with your mentor, be there!
- Contact your mentor as soon as possible if you find out you are not able to make an appointment
- Help think of activity ideas for your meetings with your mentor
- Be open and don't judge. Instead, ask questions to your mentor
- Share your dreams, goals and accomplishments
- Show appreciation
- Be respectful

What if I'm not getting along with my mentor?

- Remember that all relationships go through ups and downs. Getting past problems can make relationships stronger.
- If you feel like there is a problem, talk to your mentor. It might be a simple misunderstanding or easy problem to solve!
 - Ideas for how to talk to your mentor:
 - Use "I" statements
 - Listen respectfully
 - Remember that it is ok to disagree
- If you don't feel comfortable talking directly to your mentor, talk to your parent, another caring adult or the staff from Pathway Partners to try to work through the situation.

What if my mentor does or says something that makes me feel uncomfortable?

- **Reach out for help immediately – to your parent, Pathway Partners staff, school staff, a trusted adult**
- There are certain situations when you need to talk to another adult you trust or the Pathway Partners staff, *not your mentor*, including:
 - You don't feel safe when you are with your mentor
 - Your mentor touches you in a way that makes you feel uncomfortable
 - Your mentor talks to you in a way that makes you feel scared
 - Your mentor asks you to keep a secret that makes you uncomfortable
- Who are the caring adults in your life that you can talk to if you have a problem with your mentor?
 - 1.
 - 2.
 - 3.
 - 4.

The Role of Parents/Guardians

Parents/guardians play a key role in making the partnership a success, including:

- Reading and being aware of Pathway Partners Policies
- Approving ONLY activities the program has approved (examples of unapproved programs include: an unscheduled weekend meeting or an invitation for an overnight visit to the mentor's home)
- Talking to your child about how to stay safe and reminding him/her to follow your own safety rules when he/she is away from home.
- Checking in with your child after each visit with his/her mentor. Keeping the lines of communication between you and your child open so that he/she feels comfortable letting you know if there's a problem.
- Keeping the lines of communication open with the mentor to develop a positive and respectful relationship.
- Reporting any concerns to the mentoring program staff immediately, such as a change in your child's behavior or a concern about how the match is progressing.
- Maintaining communication with the program director, and participating in the regularly scheduled check-ins.

When the Partnership Comes to an End...

All partnerships eventually come to an end. Some end after several years, and others end in an unexpected or premature way. Regardless of the situation, Pathway Partners makes every attempt to make the closure as positive as possible.

Attempts will be made to have a closure meeting to include program staff, the mentor, and mentee. The parent/guardian may attend if he/she desires. The meeting should cover, depending on the circumstances of closure, an open discussion about the relationship ending and completion of the closure Exit Surveys

In the absence of a meeting, program staff will attempt to contact all parties to inform them the match is closing and how best to proceed in closing the match

In all circumstances, the mentor, mentee, and parent/guardian should all receive a Closure Letter stipulating the match has formally ended and any future contact is beyond the scope and responsibility of Pathway Partners Mentoring Program.



MENTOR COMMITMENT FORM

I, _____, as a volunteer in the Pathway Partners program, agree to do the following:

- ☐ **Meet** my student at least once per month during the school year. With my student, we will plan the date and time of each monthly meeting.
- ☐ **Notify** the program coordinator or the MHS main office directly if I am unable to attend an in school meeting. The message will then be passed along to the student.
- ☐ **Exchange** contact information with my mentee to promote frequent communication.
- ☐ **Communicate** (e-mail/phone/text) with the program director to keep him/her informed of the partnership's progress.
- ☐ **Complete** the Online Activity Log after each meeting.
- ☐ **Report** to the director any information shared by my mentee that involves illegal behavior or which could be potentially harmful to the student or someone else.
- ☐ **Insure** that the student has completed and turned in the necessary paperwork for an off-campus field trip one week prior to the trip.
- ☐ **Submit** required verification materials as necessary for compliance with the program rules
- ☐ **Encourage** my mentee to join the Youth Service Learning Program to earn credit for volunteered time.
- ☐ **Attend** yearly mentor training session.
- ☐ **Have read, understand and agree to adhere to** the information in the Mentor Handbook, including the Mentor Job Description, Rules and Guidelines, and Program Policies. Agree to address any questions or concerns with the material provided in the Handbook.

In signing this form, I agree to the above stated and I understand that I am agreeing to be a positive, significant adult to a high school student.

Date

Signature



STUDENT COMMITMENT FORM

I, _____, as a student in the Pathway Partners Program, agree to do the following:

Responsibilities to the Program Director:

- ☐ **I will** have my planner signed by the director to allow permission to leave study hall to meet my mentor
- ☐ **I will return** the signed Field Trip forms to the director when planning an off-campus visit for a job shadow or lunch. **If I do not return the field trip form before the trip, it will be cancelled.**
- ☐ **I will listen** to and answer announcements.
- ☐ **I will check in** with the director with any concerns or updates on a regular basis, but at least monthly.

Responsibilities to my mentor:

- ☐ **I am entering into a relationship** based on mutual trust. In order to build and maintain this trust I will be respectful of my mentor's time. I will uphold my responsibility to maintain communication with my mentor. **I will notify my mentor if I am unable to make our scheduled meeting.**
- ☐ **I understand** that my mentor is required to report any information that I may share that involves illegal behavior or which could be potentially harmful to me or someone else.
- ☐ **I will exchange** phone numbers and email addresses with my mentor.
- ☐ **I will use** a planner/calendar to remember meeting times with my mentor.
- ☐ **Have read and understand** the information in the Student Handbook, including the Student Rules and Guidelines, and Program Policies. I agree to address any questions or concerns I have with the material provided in the Handbook

I agree to all the above stated. I will be responsible and reliable to my mentor and to the Pathway Partners program.

Date

Student Signature

As guardian of the above student, I agree to assist my son/daughter to meet these responsibilities of the Pathway Partners program in order for him/her to receive the most benefit from the mentoring relationship. I have read and agree to the program policies and guidelines stated in the handbook.

Date

Parent/Guardian