

Student Mentor Orientation Session

Prepare a packet for each new mentor and hold an orientation meeting to discuss the following:

- School calendar for the year, district-wide handbook and school map.
- Reporting if student is sick on vacation or busy
- Location of mentor/student weekly sessions
- School support system (introduce secretary, librarian, social worker, etc.)
- Date when matching will take place
- Where mentor reports to pick-up student
- How children are selected
- What are children and parents told/written (Parent Permission Form)
- Hours of the day and lunch-time best times for mentor visits
- School liaison if problem arises
- I.D. and sign-in procedures
- NISD Mentoring Guidelines
- Confidentiality of records
- Confidentiality between mentor and student
- Discouraging gift giving
- Importance of acknowledging birthdays and other accomplishments
- Length of commitment
- Office telephone number
- What mentors are called (Mr., Mrs., Dr.)
- Bad weather situations (tv, NISD website or radio)
- No stigma attached to students selected and why
- Tour of school/meet students and or teachers
- Procedure for missing session with student