



# **CHarged to Inspire Learners to become Leaders (CHILL): Chariho Mentoring Program**

## **Program Policy Handbook**

Approved by Chariho Regional School District Committee on: October 8, 2019

**Kush Shukla, M.A., NCSP**

Student Mentor Services Program Coordinator





**CHarged to Inspire  
Learners to  
become Leaders**

*Chariho*

*Mentoring  
Program*

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## **Core Values**

The **CHILL** Chariho Mentoring Program is **Charged** to

**Inspire Learners** to become **Leaders**

by developing positive and powerful mentor-mentee relationships.

## **Mission Statement**

### **Charged to Inspire Learners to become Leaders (CHILL)**

The mission of the CHILL Chariho Mentoring Program, during the 2019-2020 school year, is to provide ten to fifteen at-risk 9<sup>th</sup> grade students, currently enrolled at Chariho Regional High School (CHS) and the Chariho Alternative Learning Academy (CALA), with individual and group mentoring experiences that are focused on building positive and supportive personal connections thoughtfully designed to inspire learners to become leaders.

## **Vision Statement**

Over the next four years, by 2023, our vision is to:

- Enrich youth throughout the Chariho Regional School District by expanding the CHILL Mentoring Program to other grades, first from 9th to 12th grade, and ultimately, from Kindergarten through 12th grade;
- Recruit passionate and dedicated mentors from the Chariho member towns and other Southern Rhode Island communities;
- Encourage mentees to create their own individual life plan;
- Partner with youth in achieving their personal and academic goals; and
- Be a resource for youth to gain confidence, self-advocacy skills, and resilience.

## **Evidence-Based Foundation**

### **The Elements of Effective Practice for Mentoring, Fourth Edition (MENTOR)**

The policies of the CHILL Chariho Mentoring Program are based upon the [\*Elements of Effective Practice for Mentoring\*](#) published by [MENTOR: The National Mentoring Partnership](#). The policies incorporate research and practitioner informed practices and are designed to create and sustain an effective mentoring program and impactful mentoring relationships. The CHILL Program applies these best practices by adapting program policies to best service the needs of the youth in the Chariho Regional School District.

**Garringer, M., Kupersmidt, J., Rhodes, J., Stelter, R., & Tai, T. (2015). Elements of effective practice for mentoring (4th Edition). Boston, MA: MENTOR: The National Mentoring Partnership.**

## **Vision 2023 and Mentoring in Chariho**

### ***Chariho's Vision 2023***

The CHILL Chariho Mentoring Program is closely aligned to Vision 2023. As part of Priority Area 4 (“Improve Postsecondary Outcomes”) of [Vision 2023](#), the CHILL Chariho Mentoring Program is dedicated to improving post secondary outcomes for academically, behaviorally, and/or socially at-risk ninth grade students. Specifically, Vision 2023 calls for the implementation of a student mentoring program.

Further, Vision 2023 speaks to the importance of the ninth grade experience: All ninth grade students will pass all classes to stay on track for graduation and the school will implement a dedicated and closely monitored support system for students at risk for failing multiple grade nine classes.

The CHILL Program strives to create impactful mentoring relationships that can support students to prepare for their future in the Chariho Regional School District and beyond. The long-term goals of the CHILL Program are to ensure that students in the program graduate on time and are prepared to enter a post-secondary school, career, or the military directly after graduation.



## **Implementation Timeline**

The CHILL Chariho Mentoring program will first be implemented in the 2019-2020 school year. The implementation will involve three phases. These phases will ensure the program is implemented effectively and is creating and sustaining meaningful mentoring relationships.

### **Phase 1: Developing Strong Program Policies and Procedures**

**May 1 to August 20, 2019**

- Recruit program coordinator.
- Establish advisory board.
- Develop program policies.
- Develop program recruitment and screening procedures.

### **Phase 2: Creating Meaningful Mentoring Relationships**

**August 21 to November 15, 2019**

- ❖ Develop training procedures.
- ❖ Program advertisement.
- ❖ Mentor and mentee recruitment.
- ❖ Application review and interviews.
- ❖ Mentor training.
- ❖ Mentee training.

### **Phase 3: Supporting Personal Growth**

**November 15, 2019 to June 12, 2020**

- ★ Mentor/mentee pairs matched.
- ★ Program initiation celebration and initial mentor/mentee meeting.
- ★ Continue monthly mentor/mentee pair check-ins and group meetings.
- ★ Closing group activity in late Spring 2020.

## **Organizational Structure**

### **Student Mentor Services Program Coordinator**

**Kush Shukla, M.A., NCSP**

CHILL Chariho Mentoring Program

District School Psychologist

Chariho Alternative Learning Academy

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### **CHILL Advisory Board**

The advisory board will assist the program coordinator with program development and logistics, provide guidance and support with regards to program policy and operations, and evaluate the performance of the mentoring program.

**Barry Ricci**

Superintendent

Chariho Regional School District

**Jeanne Ross**

Director of Alternative Learning Programs

Chariho Alternative Learning Academy

**Karen Fontes**

School Counselor

Chariho Regional High School

**Francis X. Hopkins, RN, MBA, CMPE**

Treasurer

Rotary Club of Chariho

**Katie Kirakosian, Ph.D.**

Development Officer

Chariho Regional School District

**Linda D. Lyall**

School Committee Member

Chariho Regional School District

## **Program Policies**

The CHILL Chariho Mentoring Program policies for the 2019 - 2020 school year include the following: (In addition to mentoring program-specific policies, Chariho Regional School District policies should also be reviewed: [https://www.chariho.k12.ri.us/district\\_information/policies\\_and\\_procedures](https://www.chariho.k12.ri.us/district_information/policies_and_procedures).)

### **Recruitment Policy**

The CHILL Program is actively engaged in seeking and recruiting new mentors and mentees. For the 2019 - 2020 school year, the goal is to recruit 10 to 15 mentor-mentee pairs. This plan will be kept current and adjusted to respond to program needs. The program coordinator assumes lead responsibility for the recruitment of new mentors and mentees. Recruitment will be aided by referrals (e.g., community members, parents/guardians, teachers/school staff) and advertisements (e.g., newspaper posts, social media, flyers). Advisory board members will support the program coordinator in these activities as needed.

### **Inquiry Policy**

All inquiries regarding participation in the CHILL Program will be responded to within one to three business days. Confidentiality for all potential participants will be upheld from the initial point of contact forward. Any questions or concerns should be addressed to the program coordinator.

### **Eligibility Policy**

Mentors and mentees in the CHILL Program must meet the defined eligibility criteria. Extenuating circumstances may be reviewed at the discretion of the program coordinator and acceptance may be contingent upon written approval from the advisory board when all eligibility requirements are not clearly met.

#### **Mentor Eligibility Requirements:**

- Be at least 21 years of age.
- Reside in one of the Chariho member towns or another close-by Southern Rhode Island community.
- Prior experience or demonstrated involvement in youth development activities, including promoting college attendance, career preparation, military careers, etc.

- Be willing to adhere to all CHILL Program policies and procedures, including completing screening procedure, attending required mentor trainings, and communicating regularly with the program coordinator.
- Agree, in writing, to a one-year commitment to the program (i.e. October 2019 to June 2020).
- Commit to spending a minimum of 3 hours per month with mentee (separate from monthly group meetings)\*.
- Attend a monthly CHILL Program group meeting with the program coordinator and other mentor/mentee pairs (approximately 1-2 hours per meeting).
- Be willing to communicate with the mentee weekly (e.g., in-person, phone call, email, text).
- Have a current driver's license, auto insurance, and a good driving record and access to reliable transportation.
- Agree to a federal criminal background check.

#### **Mentee Eligibility Requirements:**

- A 9th grade student at Chariho Regional High School (CHS) or Chariho Alternative Learning Academy (CALA) during the 2019-2020 school year.
- Demonstrates a desire to participate in the program and be willing to abide by all CHILL Program policies and procedures, including completing screening procedures, attending a mentee orientation session and monthly group meetings (1-2 hours per meeting), and communicating regularly with the program coordinator.
- Agrees, in writing, to a one-year commitment to the program (i.e. October 2019 to June 2020).
- Be able to obtain, in writing, parental/guardian permission and agreement for ongoing support for participation in one year of the program.
- Commit to spending a minimum of 3 hours a month with mentor (separate from monthly group meetings)\*.
- Be willing to communicate with mentor weekly.

**\*After 3 months of participation** in the program, mentors should **strive to reach 8 hours of mentoring per month** (including group activities, 1-on-1 in-person meetings, and electronic communication).

## **Screening Policy**

All mentors and mentees must complete the CHILL program's screening procedure. The program coordinator will ensure that each mentor and mentee applicant completes these established minimum screening procedures.

### **Mentor Screening Procedures:**

- ☐ Complete written application.
- ☐ Check driving record and gain copy of current insurance coverage.
- ☐ Federal criminal background check.
- ☐ Provide two reference contacts (personal and professional).
- ☐ Personal interview.
- ☐ Attend a three-hour mentor training.

### **Mentee Screening Procedures:**

- ☐ Complete written application.
- ☐ Obtain parent/guardian written consent.
- ☐ Personal interview.
- ☐ Attend the one-hour mentee orientation session.

The decision to accept a mentor or mentee applicant into the program will be based upon a final assessment done by the program coordinator and advisory board at the completion of the mentor or mentee screening procedure. Extenuating circumstances with regards to the screening procedures may be reviewed at the discretion of the program coordinator. Acceptance may then be allowed with written approval of the advisory board. Documentation of the screening process will be maintained for each applicant in confidential files by the program coordinator.

## **Training Policy**

All CHILL Program mentors and mentees will attend an initial training/orientation session prior to being matched. The agendas for both groups will cover basic program values and guidelines, policies and procedures (including mandatory reporting), and communication/relationship building skills. Additional support and informal training will be provided for the entire program group or individual mentor/mentee pairs as needed.

The program coordinator will be responsible for planning, developing, and delivering all training sessions with assistance from other staff, advisory board members, and volunteers.

### **Matching Policy**

Each mentor and mentee will complete a matching survey including personal information, interests, and future goals. The program coordinator will use the matching procedure, matching surveys, and the following criteria to determine the suitability of a mentor/mentee match:

- Preferences of the mentor, mentee, and/or parent/guardian.
- Common interests.
- Review by CHILL Program coordinator.
- Same gender matches\*

\*By default, same gender mentor/mentee matches will be made. Special circumstances will be reviewed by the program coordinator and advisory board.

### **Match Support and Supervision Policy**

The CHILL Program staff will make individual monthly contact with all parties to each match including the mentor, mentee, and parent/guardian. This will be separate from check ins by individual mentor/mentee pairs with the program coordinator. In the case of match difficulties, discord, or concerns, appropriate discussion and intervention will be undertaken to improve or rectify problem areas. Beyond monitoring the match relationship and activities, program staff will undertake other efforts that support participants, such as monthly group meetings for matches, a formal support structure for mentors, and access to community-based events/activities.

### **Record-Keeping Policy**

The CHILL Program coordinator will create a case file for each mentor/mentee pair. Case files and related documentation will be a part of confidential student records. Additionally, information from the application and screening process will be recorded. All records and forms are to be kept confidential and are to be covered by the conditions outlined in the confidentiality policy. Archival records or those records of past applicants and participants will be maintained and kept confidential for a period of seven years after the close of their participation in the program. After seven years, the records will be shredded and discarded with approval

from the executive director and destroyed only by approved individuals. All files will be regularly maintained and updated within an electronic database and/or hard copy filing system.

### **Confidentiality Policy**

The CHILL Program will protect the confidentiality of its participants and their families. All prospective mentors, mentees, and parents/guardians will be informed of the scope and limitations of confidentiality by the program coordinator (e.g., immediate safety concerns, mandatory reporting scenarios, substance abuse concerns). Additionally, mentors are required to keep information about their mentee and his/her family confidential.

### **Transportation Policy**

CHILL Program mentors are allowed to transport mentees in their own private vehicles, **after satisfactory enrollment in the program for a three month period of time**, and with permission from both the program coordinator and parents/guardians. The program coordinator will ensure that all mentors meet the following criteria prior to transporting the mentee:

- Own their own car or have access to reliable transportation in safe condition.
- Possess a valid driver's license and current proof of auto insurance.
- Undergo a driving record check and have a clean driving record for the last three years.

CHILL requires that mentors obey all traffic laws at all times. If an accident occurs while the mentor is engaged in mentoring, it should be reported to the police and program coordinator promptly with a copy of the police report submitted to the coordinator. The mentor must carry a copy of the mentee's health insurance information in the transporting automobile at all times in case of emergency. If any of the above policy is not followed, the mentor will not be allowed to transport the mentee in a private automobile. The program coordinator will receive written permission from all parents/guardians for mentees to travel with mentors. The CHILL Program encourages mentor/mentee visits within Rhode Island and does not allow overnight visits. All activities and trips will be pre-approved by the program coordinator.

## **Mandatory Reporting of Child Abuse and Neglect Policy**

Per RI mandatory reporting laws, mentors are considered mandatory reporters. Further details can be found in the [RI mandatory reporting laws](#). Mentors should contact and meet with the program coordinator for assistance in reporting suspected cases of abuse or neglect. Mentors must follow RI DCYF reporting laws and disclose any incident information within 24 hours. A report will also be filed with the Chariho Regional School District's [Director of Special Education](#).

## **Substance Abuse**

Mentees must follow the [Chariho policy on substance abuse](#). Mentors should review and abide by the [Chariho drug-free workplace policy](#). The Chariho Regional School District follows a [tobacco-free policy](#).

## **Related Mentoring Program Policy**

The CHILL Program is determined to support the growth and development of additional mentoring programs for Chariho students. One such program, during the 2019-2020 school year, is a Chariho Peer-to-Peer Mentoring Program.

### *Chariho Peer-to-Peer Mentoring Program*

#### *Mission Statement*

The mission of the Chariho Peer-to-Peer Mentoring Program, during the 2019-2020 school year, is to provide 30 at-risk 9<sup>th</sup> grade students currently enrolled at Chariho Regional High School (CHS) and Chariho Alternative Learning Academy (CALA), with an individual mentor who is a Chariho Junior or Senior and an active member of the National Honor Society. Mentees and mentors would meet during the school day and after school hours, always in the presence of an advisor or other teacher. The focus of the Peer-to-Peer Mentoring Program is to build positive and supportive personal connections to help each student achieve their personal and academic goals, promote confidence, self-advocacy skills, and resilience.

## **Closure Policy**

The CHILL Program requires that all mentors and mentees must participate in closure procedures when the school year ends. Closure is defined as the ending of a formal match relationship. While no party is expected to continue the relationship beyond the formal end of a match, matches may continue in the program beyond the contract period (one year for CHILL matches) and receive ongoing support and supervision. Continuation in the CHILL Program will be recommended for all productive matches. If the match is ended, the



program coordinator will verbally and in writing inform all parties—the mentor, mentee, and parent/guardian—that the formal match has ended and that the Chariho Regional School District will not be liable for any incidents and/or activities that occur after the match has closed.

### **Evaluation Policy**

The CHILL Program will conduct self-evaluations in order to measure the success of its mentoring program and for making improvements in the effectiveness and delivery of mentoring services. Evaluations will be conducted by the program coordinator and the advisory board twice during the school year (e.g., approximately every six months). Academic and non-academic data will be tracked and reviewed, including student attendance, behavior, grades, and progress toward graduation.