

## PUTNAM MIDDLE SCHOOL

### Mentoring for Success

**Contact Person: Teri Bruce, Principal**  
**860-960-6920**  
**[brucet@putnam.k12.ct.us](mailto:brucet@putnam.k12.ct.us)**

The purpose of our mentoring program is to match students who are “on the brink of success” with caring community members. The mentoring program will provide students with an opportunity to interact with positive adult role models who will encourage and motivate students to succeed in school and make responsible decisions.

The goal is that mentoring will allow someone with a broader scope of knowledge and experience to work with a student who could benefit from caring guidance and sincere interest. The mentoring can target the individual needs and interests of each student.

The mentors selected for our program should have a strong commitment to the Putnam community and want to help middle school students succeed in school. They should have an understanding of adolescent needs and be able to respond to students accordingly. Most importantly, mentors need to believe that every student can learn and that every student has something positive to offer to their school and community, even if every student learns and behaves differently.

*The benefits for students participating in our mentoring program include:*

- receiving individualized attention and support;
- developing stronger academic and social skills;
- increasing self-esteem;
- interacting with positive adult role models in addition to our school staff; and
- having greater career exploration opportunities.

*Mentors are committed to:*

- listening and inspiring;
- being a role model and advocate for their mentees;
- providing positive reinforcement;
- supporting and encouraging good behavior and good attendance;
- helping find solutions to social and academic difficulties;
- setting positive and responsible examples by modeling appropriate behavior;
- and
- helping set academic and personal goals.

## GUIDELINES FOR MENTORS

Community members interested in mentoring will complete a volunteer form and meet with the Putnam Middle School Principal. Following this, fingerprinting will be completed for a background check at no cost to the volunteer. Retired Putnam Public School personnel do not need to be fingerprinted as they have previously completed district background checks.

**Confidentiality** ~ Mentors must be sensitive to protect personal or academic information about students or classes. If a student shares information that causes a mentor concern, the mentor is to notify the Principal (or designee) immediately. Mentors are not to share any identifying information about students to anyone other than Putnam Middle School staff.

**Discipline** ~ Discipline is the responsibility of school staff. If a behavioral situation occurs, please notify the main office immediately.

**Photographs and Social Media** ~ Please do not take photographs of students. Also, mentors cannot interact with students via social media.

**Problem Resolution** ~ Volunteering as a mentor should be a positive and meaningful experience for the mentor as well as the mentee. However, if you encounter problems related to a mentee, please contact the Principal. Please do not engage in criticism of any school staff member and always treat students and school personnel with respect.

**Removal** ~ It is our hope that a volunteer will not need to be removed. However, failure to comply with mentor guidelines may result in dismissal from our volunteer mentor program.

**School Rules** ~ Mentors will be provided with a copy of our school rules.

**Security** ~ School staff must be able to quickly identify visitors and those authorized to be with students. Accordingly, mentors will be provided with a volunteer badge upon arriving to school. Mentors will also be provided with information about protocols for safety drills.

**Success** ~ Successful mentoring requires consistently meeting with your student. If you cannot meet your commitment, please contact the Principal.

**Transportation** ~ Mentors are not authorized to transport students.

## MEETING WITH YOUR STUDENT (MENTEE)

### Before Your Weekly Meeting

The day of your visit, please call or e-mail the school to confirm that your mentee is at school. The school will confirm your student's attendance and will notify the mentee's teacher of the time you intend to arrive.

### When You Arrive at School & While You Are at School

- Check in at the main office and obtain your badge.
- Go directly to the designated school location to meet your student.
- Only meet with your mentee in a room with open doors or on the school grounds in view of school staff.
- Mentors are not to meet with students outside of school (unless the mentor attends a school-sponsored activity or field trip).

### While You Are with Your Student

- Greet your student and have welcoming dialogue.
- Tell your mentee how much time you have for the visit.
- Understand the attention span of a typical middle school student and plan accordingly.
- Have several options of activities pre-planned (just in case).
- If your mentee is ill or misbehaving, please bring the student to the main office or contact the main office. *Never* administer medication or punishment.
- Respect cultural, social, and religious difference to foster communication.
- Listen to your mentee, but do not join him/her in criticizing family, friends, or a school situation. You may offer ideas for improvement or help the student discover solutions for himself/herself. (Use language such as "how about if..." instead of "you should...")
- Keep it positive!

### At the End of Your Visit

- Have closing conversation. Review the day's visit and discuss when you'll see your mentee again and what you may do together.
- Have the mentee return to class.
- Sign out at the main office and return your badge.

### If You Must Miss a Weekly Mentor Session

E-mail or call the school at [brucet@putnam.k12.ct.us](mailto:brucet@putnam.k12.ct.us) or 860-963-6920.

**PUTNAM MIDDLE SCHOOL  
VOLUNTEER/MENTOR FORM**

Name:	
Address:	
Telephone:	
Email:	
Current Employer:	
Preferred Day for Mentoring (circle):	M      T      W      Th      F
Preferred Time for Mentoring (circle):	<p style="text-align: center;">Breakfast (7:20 a.m.)</p> <p style="text-align: center;">Lunch (varies between 11:00 a.m. and 12:15 p.m. depending upon grade of student)</p>

**Return to:** Teri Bruce, Principal  
Putnam Middle School  
35 Wicker Street  
Putnam, CT 06260

brucet@putnam.k12.ct.us  
fax: 860-963-6921