

Q. Off Campus Mentoring Policy

It is the Policy of the Grand Area Mentoring Program that Off-Campus (Double-Buddy) mentoring will take place in the following manner(s):

I. SUPERVISION: Off-campus mentoring can occur only when two adults, both Grand County School District Officials (in employee or volunteer roles), are present. The adults must be present at all times during the full extent of the off-campus trip.

II. NOTIFICATION: The mentor, in coordination with the parents, will make all arrangements for off-campus mentoring and for student pickup at a designated location. More than 24 hours in advance, the mentor shall notify one parent or guardian of each student that an off-campus event is planned. The mentor shall notify GrandAM's Mentor Coordinator of any planned off-campus event.

III. STAFF: Staff shall gather information on off-campus activities, including the dates and times spent off-campus and a description of those activities. Staff must assess the success of the off-campus activities from all party's perspectives on a regular basis.

IV. REPORTING: Mentors must complete an "Off-Campus Mentoring Report Form" found in their mentor log.

V. ACTIVITY LIMIT: Each mentor/mentee match shall be limited to no more than five off-campus activities per year, unless granted special permission by the Grand Area Mentoring Director.

VI. TIME LIMIT: Off-campus activities will be limited to 1 hour and 30 minutes. Or at the parent's discretion, the duration may be extended up to 2 hours. Any trip over 2 hours will not be permitted.

VII. TRANSPORTATION POLICY: Mentors and students must adhere to Grand Area Mentoring's transportation policy at all times. Certified Grand County School District EMPLOYEES are permitted to transport students in district or personal vehicles.

Volunteers that are not District Employees shall not transport students in any vehicle.

a. If students and mentors are *not* traveling by automobile with a district employee, they must travel by foot and stay within walking distance of the school site.

b. If students and mentors are traveling by automobile, they must stay within Grand and San Juan Counties.

c. Any excursion ending at a separate location from the school must be approved by a parent or guardian.

VIII. ACTIVITY TYPE: All activities must be age and school appropriate. Mentors must verbally or in writing have their planned activities approved by one parent or guardian of each student. Parents have the right to reject any activity at their discretion. All activities must be safe and enjoyable for all parties. Any activity undertaken under the name of off-campus mentoring must be appropriate enough so as to be allowed on school grounds. Any activity that would not be permitted on campus (excluding the exceptions below) shall not be permitted in off-campus mentoring. No physical contact is allowed during

off-campus mentoring, including, but not limited to, such activities as wrestling or other contact sports. Any activity where costs will be incurred must total less than \$10 per student.

This is a selection of permitted activities:

- Educational field trips (Museum, Library, MIC, MARC, KZMU Radio Station)
- Stores and shopping
- Skate park and bicycling
- Movies (Rated G or PG)
- Business, hospital, workplace, organization visits
- Restaurants and dining venues (With parent permission and understanding of any mentee dietary restrictions)

IX. TIME OF DAY: Weekend activities are not permitted. Off-campus activities are allowed only during the school year, not in the summer. Off-campus activities shall not happen before school day or extend beyond 6:00PM.

X. LOCATION: Mentors and students are not allowed to visit a mentor's home during an off-campus mentoring trip.

XI. PENALTY: In the case of misuse of their off-campus privilege or improper behavior on the part of student(s) or mentor(s) as set forth in this policy, mentors and students can be restricted to on-campus activities or dismissed from Grand Area Mentoring at the Director's discretion.

Off-Campus (Double-Buddy) Mentoring

I. Preparation Checklist:

In preparation for my off-campus mentoring activity, I have:

- Selected another mentor/mentee match with which my mentee and I can participate
- Chosen an activity appropriate to the educational environment
- Made arrangements to transfer my mentee to his or her parents/guardians
- Determined a place for the transfer
- Confirmed with a parent/guardian to confirm that our selected activity meets family guidelines verbally in writing Your signature: _____
- Notified the Mentor Coordinator (Megan 260-9645) of our plans
- Completed the Report Form following the off-campus activity

II. Off-Campus Mentoring Report Form

Please complete this form immediately following your off-campus mentoring activity.

1. Date: _____ Time: _____ : _____ - _____ : _____
from until

2. Your Name: _____ Mentee's Name: _____

2nd Mentor: _____ Mentee's Name: _____

3. Method of Travel: _____

4. Activity Location(s): _____

5. Describe Activities: _____

6. List any Problems: _____
