



ADMINISTRATIVE PROCEDURE

STUDENT MENTORING PROGRAMS

6141

Procedure No.

January 1, 1996

Date

- I. **PURPOSE:** To provide procedures for student mentoring programs.
- II. **BACKGROUND:** The Prince George's County Public School System has been operating various mentoring programs over the years that in some cases targeted specific students, by race or gender. As a result of a Complaint filed with the United States Department of Education's Office of Civil Rights, the school system has redesigned such mentoring programs to make them race-neutral and/or gender-neutral. The opening of such mentoring programs to all students, regardless of gender and race, should not make such programs less attractive or less effective, but rather, should increase the attractiveness and effectiveness of such programs in providing opportunities for students to enhance their academic experiences.
- III. **PROCEDURES:**
 - A. STUDENT MENTORING PROGRAMS
 1. Individual schools may operate student-mentoring programs based upon the needs and interests of the students who attend such schools. Mentoring programs may be school-based, utilizing the resources available within the school building, or community-based, with the assistance and participation of individuals or organizations in the community. If the program is community-based, it must comply with the guidelines set forth below, in Section III.B, in addition to all other procedures listed herein.
 2. The focus of student mentoring programs should be on academic achievement, social and cultural awareness and personal development of all students currently attending Prince George's County Public Schools. Mentoring programs may be specific programs based upon the interests and needs of students at a particular school. Mentoring Programs should be positive in nature, and should not be viewed as initiatives designed solely for students having academic or behavioral problems.
 3. Mentoring Programs must have approval of the Principal or Chief Educational Administrator.
 4. Eligibility criteria for participation in Mentoring Programs should be designed to address specific needs and interests of students in the school. Such eligibility criteria may not include gender or race, but may include other factors related to academic, social, or behavioral goals.



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5. Student Mentoring Program Coordinators, as designated by the Principal or Chief Educational Administrator shall meet with the Mentoring Projects Office and coordinators from other schools to develop programs that promote effective mentoring strategies for students.
6. Schools will be required to follow the financial rules and regulations as set forth by the Mentoring Projects Office in accordance with the policies established by the Prince George's County Public Schools.
7. All approved mentoring programs will be evaluated twice during the school year, in February and May.
8. Any program utilizing outside mentors must be approved by the Mentoring Projects Office and must notify the Office of Equity Assurance, before commencing operations. All mentors must be provided with appropriate and proper training.

B. GUIDELINES FOR COMMUNITY-BASED MENTORING PROJECTS

1. All applications for funding for Community-Based Mentoring Projects shall be submitted in writing to the Mentoring Projects Specialist, Prince George's County Public Schools, Belair Staff Development Center, 3201 Belair Drive, Bowie, Maryland 20715.
2. All applications must be accompanied by the signature of the Principal or Chief Educational Administrator of the school to be targeted indicating his/her willingness and agreement for that school to participate in same.
3. All applications shall contain the name, address, and telephone number of the applicant, individual or organization; the names, addresses, and telephone numbers of all individuals who are participating in a project, if other than the applicant; the specific proposal, including its purpose(s) the number of students involved, the number of adults involved, and the location and times of the program. In the event the applicant is an organization which is the local affiliate of a national group, the name of the national group shall be explicitly denoted should its name be different from that of the local group.



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4. Either with the filing of the application or after its approval, but before the initiation of the project, each individual participating in the project in any capacity must sign and file with the Prince George's County Public Schools, a statement certifying, under the penalties of perjury, that such individual has never been convicted of the commission of a crime, excluding traffic offenses, or those misdemeanors where the maximum sentence would be less than a \$100.00 fine. Individuals providing mentoring services must also certify, under the penalty of perjury, that he or she is physically and mentally capable of performing those duties without reasonable danger of harm or injury to himself or herself or others.
5. Approval community-based mentoring projects may be provided with funding from the Board of Education for the expenditure of expenses related to the project, such as, but not limited to the following: field trips, cultural activities, sporting events, snacks and refreshments, educational supplies and materials, awards, tee shirts and other incentives. No money allocated by the Board of Education shall be used to pay salaries or other compensation to individuals, but may be used for vouchered expenses connected with the project. No cash awards or scholarships may be given to any individual student participating in the project.
6. Any educational materials used by any project must be on the approved list of materials of the Board of Education or must be submitted for approval to the school system before being used in any project.
7. No alcoholic beverages, tobacco or tobacco products, or any type of drugs may be used, served, or consumed by any person participating in the program during any activity which is a part of the program.
8. Organizations or individuals whose proposals are approved are serving strictly as volunteers to the Board of Education of Prince George's County, and are not entitled to any benefit or privilege normally accruing to employees of the Board, such as health insurance, retirement, workers' compensation, life insurance, leave, etc.
9. Individuals serving as mentors shall be considered "volunteers" as defined by Section 4-105.1 of the Education Article, Annotated Code of Maryland.



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10. Any and all information obtained from students shall be treated confidentially and individuals shall ensure, to the best of their ability to do so, the privacy of those students.
11. Any individual working with a student as a mentor who has reason to believe that the student is a neglected child or a child who has been subjected to abuse, shall immediately notify the school principal, and shall file an appropriate report with law enforcement authorities pursuant to State law and Board policies.
12. No individual providing volunteer services shall engage in any political or religious activities during any activity which is a part of an approved project.
13. Any slogan, logo, symbol, other representation appearing on a tee shirt, or other incentive paid for by such funds may not contain any religious or political references and must be specifically approved by the school system prior to its use.
14. Any organization or individual providing approved service shall acknowledge and so certify that it, he or she is solely responsible for insuring that the project is in compliance with any and all applicable laws, rules, and regulations promulgated by any Federal, state, or local government or agency.
15. The Board of Education of Prince George's County has the absolute discretion to accept or reject, in whole or in part, any and all applications submitted. It may accept any proposals subject to any modification or condition it deems necessary. The decision of the school system shall be final and not subject to any appeal or review. The school system may also terminate or discontinue any approved project at any time, for any reason, at its sole discretion.
16. Payment of funds for any approved project shall be made in accordance with the terms and conditions of the Community-Based Project Rules and Regulations.
17. All Community-Based Mentoring Project must be provided with appropriate and proper mentor training.
18. Community-Based Mentoring Coordinators shall meet with the Mentoring Projects Office to develop techniques that promote effective mentoring strategies.



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19. All Community-Based Mentoring Programs will be evaluated twice during the school year.

- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Mentoring Projects Office, and will be reviewed and updated as the need develops.
- VI. **CANCELLATIONS AND SUPERSEDURES:** None.
- VII. **EFFECTIVE DATE:** January 1, 1996.

Approved by:
Jerome Clark
Superintendent of Schools