



Austin Partners in Education

Mentor Agreement: 2023-2024 School Year

I understand that as a mentor with Austin Partners in Education (APIE), I am making a very important commitment to a child for the entire current academic year. I have submitted a criminal history background check and will only begin mentoring a student after I have been approved to participate by APIE and have attended the required Mentor Orientation. Additionally:

- I agree to abide by all policies and guidelines as described in the orientation and in this agreement.
- I agree to maintain student confidentiality as required by the federal law, Family Educational Rights and Privacy Act. I may talk about my experience as a volunteer; however, I cannot share my mentee's name or personal information with others, except for school staff and APIE when necessary.
- I agree to meet with my student every week at the designated time. If I cannot make a session, I will give my mentee and the campus Mentor Coordinator as much advanced notice as possible.
- I agree that contact with my mentee will occur only at school. I will not contact my mentee by phone, text, email, or through any social media platform. Upon my request, APIE can add me and my mentee to APIE's account with the secure messaging service, Remind. I will use this messaging service only for important and appropriate communication related to mentoring.
- I will not take or share photos of my mentee.
- I understand that bringing food and/or a gift for my mentee is not encouraged or required and is only acceptable if it is infrequent (once a semester), under \$25, and approved by the Mentor Coordinator.
- I agree to document each mentor session on the Google form provided by APIE.
- I will conduct all mentoring activities on school grounds. If my mentee's school has an event off school grounds, contact with my mentee at this event requires Mentor Coordinator approval.
- I understand that any interaction with my student outside of school is not authorized by APIE or Austin ISD. Any liability resulting from interaction outside of school is my responsibility.
- I will maintain student confidentiality unless I suspect child abuse or neglect. In this case, I will make a report, within 48 hours, to Child Protective Services as mandated by Texas law.
- I understand that my mentoring relationship may be terminated by APIE or the campus Mentor Coordinator at any time.
- I agree to a one school year commitment and that if I must discontinue mentoring before the end of the year, it will be for a legitimate reason. I understand it is my responsibility to discuss this in advance with my mentee, the campus Mentor Coordinator, and APIE.

Your name

Date