

2023-2024 Elevated Mentor Policy Manual

Mission Statement

The Elevated Program seeks to empower Black youth and their families by providing mentorships, equitable opportunities, and collegiate access to succeed in higher education and beyond.

Program Overview

Aligning with Sachs Foundation values, the Elevated program provides intentional mentorships to students who identify as Black in El Paso and Denver County, Colorado. Through cohort mentorships and targeted programming for 8th to 12th grades, Elevated provides students with the tools and knowledge necessary to research, navigate, and thrive in higher education. ***Mentors support their students over the course of several years. The robust relationships formed between the students and mentors allow for youth to receive the support and guidance that are critical to their growth in education and beyond.*** Families are supported through a holistic approach with financial assistance, resources, and case management as needed.

Mentor Role and Responsibilities

Role

- Develop strong relationships with middle/high school students and their families in the Pikes Peaks and Denver regions
- Plan and execute programming that aligns with the Sachs Foundation Elevated Mentoring Program mission statement
- Support Black students and their family's navigation and exploration of higher education
- Be a positive role model for students that promotes honest communication and mutual respect

Responsibilities

- Willingness and dedication in providing quality mentoring to students
- Actively engage and communicate with students at Elevated events
- Assess, track, and monitor student's success through a shared database
- Clear and reliable communication with students, families, and the Sachs Foundation
- Work as part of a team and collaborate with colleagues to plan and implement intentional programming that incorporates the following focus areas:
 - Leadership
 - Academics
 - Emotional-Well Being
 - Collegiate Access

Mentor Schedule

- Mentors are expected to plan and execute an ***event once a month*** (more if needed for college trips)
- Mandatory attendance required at 2-day planning session/retreat prior to school year, dates provided before end of current school year.
- Consistent and regular communication with families.
- Maintain active employment for at least ***one academic school year to encourage relationship continuity.***

Supervision/Training

- Mentors must provide proof of 3-5 completed professional development hours each academic year, specific to the topic of working with youth of color and/or Black youth
 - Professional development opportunities will be shared with mentors as available if needed
- Mentors agree to an employment evaluation at the end of each academic year
- Mentors in their first year of employment agree to meet with Sachs Foundation staff once a month to ensure program alignment.
 - Monthly check-ins to be done virtually

Preferred Experience & Background

- Experience working with youth for more than 2 years
- Connection to the community served
- Completed at least a bachelor's degree, *associate degree allowed*, on a case-by-case basis
- All applicants ***must submit to a background check***, and the fee will be waived
- All applicants must be CPR/1st Aid Certified, if applicable, class fee can be reimbursed.

Overnight College Visits

- Mentors are expected to submit a charter bus form no less than 4 weeks before the expected departure, beginning of the school year is preferred. A change in dates or schedules once bus, hotel, and college tours are confirmed may result in a cancellation of the trip. The Sachs Foundation will plan and coordinate all college visits and campus tours.
- Mentors are required to review all trip details including but not limited, rooming lists, hotel selection, confirmed schedule, and bus contract, no less than 2 weeks from scheduled departure.
- Mentors are required to meet with the Sachs Foundation staff to review all trip details before departure.
- The Elevated Program will provide all meals, housing, and activity expenses for students; all purchases must be logged on an expense sheet and receipts uploaded within 48 hours after travel.
- Mentors are advised to call the number on the back of their credit card to inform bank of travel plans before their trips to avoid disruption of service.
- Mentors are expected to contact the charter bus driver to introduce themselves and ensure the schedule is confirmed.

Communications

- Mentors will have an email, firstname@elevatedstudents.org. ***It is the sole responsibility of mentors to regularly check and respond to Elevated emails.***
- Mentors will communicate with families, any changes or updates to the schedule as needed with Band app, each cohort will have a designated Band app for all communications.

Mentor: Student Ratio

Cohort ratio will not exceed 16 students for every 2 mentors, unless explicit permission was given by Chief Operations Officer for special circumstances.

Mentor Payment

- Mentors will be paid monthly, beginning in September 2023 ending in May 2024
- Payment for mentoring will total \$10,000 for the length of one academic school year.
- Longevity Bonus Calculation,
 - \$0, 1st year
 - \$0, 2nd year
 - \$1,000, 3rd year
 - \$1,000, 4th year
 - \$2,000, 5th year + *CONSECUTIVE YEARS

Termination Policy

Mentors who are found to be in violation of the above roles and responsibilities are subject to termination.

Elevated Program Policies for Students

(please see Elevated Student Program Manual for more detailed information.)

Participation

All Elevated students are expected to actively participate in mandatory and group events. Students are expected to limit use of personal technology (cell phones, tablets, and other devices) during Elevated events. Parents will be notified if active participation is not occurring.

If a student declines to participate or does not attend 2 or more events without notice to mentors, the following will occur.

1. Mentors will make reasonable efforts to contact the Elevated family, such as but not limited to, phone calls, emails, text messages, and/or home visit, after 3 attempts to contact the student or family, a certified letter will be sent to family address on file.
2. After receipt of letter, a family has 2 weeks to contact Elevated mentors or staff.
3. If ***no contact is made within 2 weeks of certified letter receipt***, the student forfeits scholarship funds at high school graduation, financial support and any other gifts/perks afforded to Elevated families, and the student will be removed from the Elevated Program.

Attendance

Mentors plan and coordinate events for all students that are fun, educational, and meaningful. Elevated students are encouraged to maintain a 100% attendance to events or outings. Missing more than 2 events or outings, during 1 academic school year, without communication with mentors will result in the loss of education grant for the student.

Mentors will encourage attendance and communicate with families of any relevant Peak Education events, in collaboration with Jasmine Rainey.

Behavior Expectations

Elevated students are held to the highest standards and serve as ambassadors within the community. Students will demonstrate respect ***to others, being mindful of their actions, and being positive & open to innovative ideas or perspectives***. No offensive language or clothing while in attendance at Elevated events. Students must remain in good standing with the Elevated program to attend college visits and receive scholarship funds.

Good standing is having at least 80% attendance rate, maintaining regular communication with Elevated mentors, student has less than 3 written warnings in any given academic year, and 3.0 GPA.

Elevated students who receive more than 3 written warnings from a mentor in any given school year will be removed from the Elevated Program. Written warnings will supply a brief description of the incident and log incident in Sachs Foundation's internal tracking log. The Elevated program will work with students and families to ensure the safety of all students. Students and families will be given proper communication and support so students can succeed.

Students will automatically ***be removed from the program***, for the following reasons, but not limited to,

1. Physical violence or actions that results in bodily harm to others or property destruction
2. Repeated and consistent verbal assaults to others that target race, sexual orientation, religion, familial status, ethnicity, and/or social-economic status
3. Use of drugs or alcohol at an Elevated sponsored event
4. Engaging in a sexual act at an Elevated sponsored event

Academic Expectations

Skilled educators tutor students, along with mentors provide students and families with the appropriate resources and tools necessary to **maintain a cumulative GPA of 3.0 or higher**.

Students will be encouraged to apply with a GPA of 2.5 with the understanding between student, family, and mentor within 1 semester or 2 quarters, the student has made significant gains to 2.75 or higher, and after one full year the student's GPA is 3.0 or higher.

No student shall be dismissed from the program for falling below a GPA of 2.75. Students will be given 1 semester or 2 quarters to show significant effort and gains in their GPA. Each student's circumstances will be assessed for a plan to support the student. If the student is not able to improve GPA at the end of 1 semester or 2 quarters the student will be placed on probationary status.

*Probationary Status: student is not able to attend any events or outings unless related to tutoring, SAT preparation or community service until GPA has improved to a 3.0. Probationary status is **NOT TO EXCEED 1 full year**, if so, student will be dismissed from the program.*

Mentor Relationship Closure

A student can be removed from the program at any time, at the discretion of Elevated mentors or Sachs Foundation staff. Students will be removed from the program if they do not meet attendance, behavior, and/or academic expectations outlined above.

Upon removal from the Elevated program, the student and family will receive a letter outlining reasons for removal and a certificate honoring their time with the Elevated program. Students are invited to reapply for the Elevated program at the start of the next academic year, readmission to Elevated is solely at the discretion of Elevated mentors and Sachs Foundation staff.

Emergency Procedures

Personal Emergencies: All Elevated mentors will provide emergency medical care as necessary and possible for students. In most circumstances, Elevated mentors will contact the parents/guardians. In the

event of emergencies that require immediate attention, mentors will contact the appropriate emergency personnel followed by parents/guardians.

If families do not denote the location or contact of preferred emergency services/medical care, Elevated mentors will make their best attempt to find the closest and most reasonable service provider.

Community Emergencies: Mentors and/or Program Director will contact parents as soon as possible to update families on the status of their student. Mentors will provide a location for pick-up, that is relevant and suitable to the needs of the group.

Medication Administration

Mentors **will not be** responsible for supplying medication reminders, carrying medication, or storing emergency medication for students. Mentors will administer emergency medication if the student is indisposed and not able to.

Transportation

Elevated mentors are not expected to transport students to and from events, that is the responsibility of the family. If emergencies or unforeseen events occur, Elevated mentors and/or the Program Director will work with the family to find resources or options.

Elevated staff may transport students in the event of an emergency or with the consent of the family as needed. Students can ride with fellow cohort families if mentors were informed of specific pick-up details. Students cannot be released to anyone unless explicit consent was given to mentors prior.

Mentors are not to be relied on to provide transportation to and from events. Mentors are not required to provide personal insurance coverage; any transportation is at the sole discretion of the mentor.

Mandated Reporting

All Sachs Foundation (full-time or part-time) and interns are mandated reporters. Sachs Foundation employees or contracted positions are required by law to make a report if abuse is suspected or reported. If appropriate the report will be shared with the parent or guardian of the student. Mentors are not obligated to inform the student's guardian or parent if they deem fit or fear for the safety of the student. Except as otherwise provided by section 19-3-307 , section 25-1-122(4)(d), C.R.S , and paragraph (b) of this subsection (1), any person specified in subsection (2) of this section who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the ***child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system as set forth in section 26-5-111, C.R.S.***

Grievances

If an Elevated mentor feels as though they have been mistreated, misled, prohibited from receiving the programming and/or experiences expected as outlined in this program manual, please feel free to contact the Program Director. If your complaint involves the Program Director, please contact the President of the Sachs Foundation. All contact information is listed at the end of this manual.

Elevated Student Scholarships

Any student who supports good standing will be provided with a scholarship or educational grant, at the completion of their high school career.

Students will be awarded as follows:

- \$2400 if they've been in the program for only one year
- \$3400 if they've been in the program for two years

- o \$4200 if they've been in the program for three years
- o \$4800 if they've been in the program for 4 years
- o \$5000 for more than 4 years

Elevated Family Support

Elevated understands that the family is part of the student's education journey, as well. Mentors can refer families to Program Director, ***case management is supplied as asked***; case management is provided by Program Director, Elevated staff members, social work interns, and/or volunteers.

Criteria for family support	
<ol style="list-style-type: none"> 1. Student must be an Elevated program participant 2. Student must reside with the adult who is applying for financial support 3. Family and student must be in good standing with regular participation from student and family 4. Completed application, monthly budget expenses, and proof of overdue bill 5. <i>Financial support not to exceed a term of 3 months</i> 	
Consideration for acceptance	
<ol style="list-style-type: none"> 1. Completed application 2. Verification of bill or past due bill 3. Bill is in the name of adult residing in Elevated student's household 4. Previous requests for assistance 	
Assistance given for the following area of needs	
Rent/Mortgage*	
Utilities*	
Car repairs / Transportation support*	
Unexpected Medical Expenses, to include, dental and vision*	
Education Institution Related Costs & Fees (Education Related Fees will be calculated as separate total amounts, unless otherwise noted.)	School Fees: technology, library, calculators/devices. <i>Assistance provided up to \$250/academic year</i> Extracurricular Activities: team registration, uniform, rentals/equipment, sports physicals, fees for sports teams outside of school association, afterschool/club, and/or travel teams. <i>Assistance provided up to \$250/academic year</i> Course Fees: IB course fees, AP test fees, academic related fees. <i>Assistance provided up to \$500/academic year</i> Camps/School Trips: tuition for approved camps and excursions, and/or registration fees. <i>Assistance provided up to \$1000/academic year</i>
<i>* overall assistance, to not exceed a combined total \$5,000 for the entirety of program enrollment</i>	
Any family who is approved of family support agrees to the following:	
<ol style="list-style-type: none"> 1. Completed monthly budget form for length of assistance 2. At least 3 checkpoints between case manager (Program Director/social work intern/Sachs Foundation staff member/volunteer) and family 3. Completion of pre/post survey 	

By signing below, you are hereby stating you have received a copy of the Elevated mentor policies and procedures. Mentors agree to the outlined roles, responsibilities, and employment requirements.

Elevated Mentor

Date

Printed Name of Elevated Mentor