MENTOR
SPIRIT OF SUCCESS
OFFICE OF STUDENT MENTORING INITIATIVES

EXTERNAL MENTOR REFERENCE GUIDE

OFFICE OF STUDENT MENTORING INITIATIVES STAFF

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"There is no such thing as other people's children"—Hillary Clinton

"Every kid is one caring adult away from being a success story" –Josh Shipp

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WELCOME!

If you are reading this page, it means that you have decided to become a mentor to a CCS student. The Office of Student Mentoring Initiatives (OSMI) is excited to have you in this capacity because your guidance and support can positively change a student's outlook and help them lead a life of their choosing rather than one by default.

- This guide reiterates the materials covered during the mentor training session and site orientation. It is to be utilized as a reference guide.
- The guide is available for download at www.ccsoh.us/mentoring/xxxxaspx.
- Please reach out to OSMI with any questions, concerns or feedback about the guide at 614.365.5850, or via email at studentmentoring@columbus.k12.oh.us

We value your willingness to serve our students and community in this capacity and look forward to working with you.

Yours in service to our students,

The OSMI Team

OFFICE OF STUDENT MENTORING INITIATIVES

VISION & MISSION STATEMENTS

Vision

To ensure that each Columbus City School student has the opportunity to experience a quality mentoring relationship that will support them in the development of high school graduation and post-graduation goals and action plans.

Mission

To strengthen existing, develop new, and align all school-based mentorship programs to provide the additional socio-emotional support necessary to become a world-class model of public education that prepares members of our community to reach their full potential.

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WHAT IS A MENTOR?

Mantras such as "It takes a village to raise a child" state that all persons need multiple teachers, supporters, and authority figures, in addition to parent/guardian(s), to assist in their personal and professional development. Serving as trusted sounding boards and guides, mentors are the people in our lives who will help us navigate our life paths. In sharing their wisdom with others, mentors provide the positive support and accountability necessary to significantly impact the future of a young person's life for the better.

Despite the importance that mentors play in our lives, too many young people grow up without the guidance and support they need to help them along the path to success. The good news is that YOU can directly reverse this trend by volunteering to become a mentor who positively impacts young people's personal, academic, and professional growth by connecting them with social and economic opportunities—*The National Mentoring Partnership.*

CCS MENTORSHIP OPPORTUNITIES

Columbus City Schools is recruiting community volunteers to serve as School Success Mentors for the 2017-18 academic year. The purpose of this program is to support 12th grade mentees to and through high school graduation. School Success Mentors will assist our students in the development and attainment of post-high school graduation goals. School Success Mentors commit to meet with their student for one hour each week at a time designated by the school location.

CCS MENTOR EXPECTATIONS:

One Time Expectations

- **Pre-Match activities:**
    - BCI Background Check
    - Attend 3-hour training workshop
        - Complete and submit training evaluation form
    - Mentor Memorandum of Understanding document
    - Attend school site orientation
    - Participate in the matching process

- **Post-Match activities:**
    - Set/articulate boundaries for your mentee/mentor relationship
    - Introduce yourself to mentee parent/guardian(s) once matched

- **End of year activities:**
    - Attend end of the Mentoring Celebration in April/May
    - Complete and submit program evaluation form
    - Return as a mentor for the following year and recruit family, friends and colleagues!

Weekly Expectations

- Meet with mentee at least once each week at the school site
- Complete and submit weekly mentor/mentee activity form
- Regularly check your student's academic folder for updates
- Listen, be yourself, and practice non-judgmental, patient, and consistent communication

- Be honest, trustworthy, encouraging; tell your mentee what they need to hear and provide constructive feedback
- Identify and build on mentees' strengths
- Provide guidance and assistance for setting and achieving high school and post-graduation goals
- Develop and measure goals with benchmarks alongside your mentee based on the mentees interests
- Communicate with parents regarding progress and/or concerns at least once each month
- Support mentee communication with teachers and administration
- Reach out for help as needed

GRADUATION REQUIREMENTS

Columbus City School's graduation requirements are comprised of three components:

1. Credit Attainment;
2. Completion of Internship Hours; and
3. State Test Passage.

This section briefly describes these requirements at a high-level and provides contact information should you require additional information.

1. Credit Attainment:

In order for a Columbus City School student to graduate, they must earn 22 credit hours per the table below:

Number of Credits Required	Subject
1	Academic Elective *(Science or Social Studies)*
3	Electives
4	English
1	Fine Arts
½	Health
1	Internship
4	Math
½	Physical Education
3	Science
3	Social Studies
1	Technology

Students may earn credit in the following three ways:

1. Completing coursework;
2. Testing out of or demonstrating mastery of course content; or
3. Pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may also be earned at an accredited postsecondary institution and/or via online work through the District's Virtual Credit Advancement Program (VCAP).

VIRTUAL CREDIT ADVANCEMENT PROGRAM (VCAP):

VCAP enables students to complete their high school diploma requirements online; choosing from a full complement of courses for enrichment, including courses in literature, history, science, mathematics, physical education and health. Whether students need to make up missed credits, repeat courses or balance school with other responsibilities, CCS-VCAP can be a great alternative. Eligible students must be enrolled in Columbus City Schools and be 14-21 years of age, but have not earned enough credits to graduate from high school. Students enrolled in our school-based programs are required to attend after-school programming a minimum of one evening per week.

This program benefits all students who participate by allowing them the opportunity to make up core and elective course credits or take core and/or elective courses for the first time that they could not fit in their original schedules. This benefit is in line with the district goal of providing the opportunity for every child to reach his/her full potential by preparing for college, securing a job, serving in the military or starting a business.

For additional information, please see the following page for the District's VCAP brochure, and or contact Dr. Danielle Bomar, Alternative Education Supervisor at:

Columbus Downtown High School
364 S. 4th Street, Room 113
Columbus, Ohio 43215
614.365.5485
vcap@columbus.k12.oh.us

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VCAP Student Testimonials:

"I'm 17 years old and I'm trying to graduate early and enter college. In order to do that I had to go through the Virtual Credit Advancement Program and take an extra course."
~Alesha

"With this program I am able to graduate, get a diploma and join the Navy."
~Brandon

"The thing I like best about the Virtual Credit Advancement Program is I get to work at my own pace."
~Tanayia

"I graduated before I was supposed to! Now I'm going to a trade school."
~Ailin

"I like the fact that it was on my own time because I was working full time."
~Ashley

"I came to this program in September, and I got four credits by January. I'm on my way to getting four more."
~Jamesina

THE VCAP TEAM

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The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

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Each student is highly educated, prepared for leadership and service, and empowered for success as citizen in a global community.

VCAP
"Virtual Credit Advancement Program"

VCAP
Columbus Downtown High School
364 South 4th Street
Columbus, Ohio 43215
Lab 119 & Office 113
614-365-5485
vcap@columbus.k12.oh.us

Department of Accountability & Other Support Services   *Revised 09/2017*
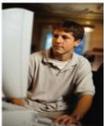

VCAP Highlights

- Expanded Course Offerings
- Excellent Option for Accelerated Learners
- An Individualized, Blended Approach to Learning
- Personal Graduation Plan
- Access to Computers and High-Speed Internet
- Support From Highly Qualified Teaching Staff
- Expanded Site Hours at CDHS: 7:45AM - 7:00PM
- Courses Available for Dual Enrolled Students
- Attend At No Additional Cost To You!
- Full-time Students Eligible To Participate In Extra-Curricular Activities At Their Home School

Types of VCAP

School-Based: Students who take VCAP at their home schools, either during the day or afterschool.

Part-Time: Students who take VCAP both at the Downtown High School and are enrolled in another program. Ex. Career Center, DeVry, CSCC.

Full-Time: Students taking VCAP exclusively at Downtown High School. To participate, students must also complete a minimum of 15 hours per week at the VCAP Lab.

VCAP Course Offerings

Exploration In Literature and Composition
Introduction To World Literature and Composition
American Literature and Composition
Issues In World Literature and Composition
Integrated Math 1
Integrated Math 2
Integrated Math 3
Advanced Quantitative Reasoning (AQR)
Pre-Calculus
Modern World History 9
American History 10
American Government 12
Globalization
Physical Science
Biology
Chemistry
Physics
Health
Physical Education 1
Physical Education 2
Technology Education 1
Technology Education 2
Spanish 1
Spanish 2
African American Studies - NEW!
Art Appreciation - NEW!
Music Appreciation - NEW!
Career Essentials - NEW!
Career Explorations - NEW!
Psychology - NEW!
Sociology - NEW!

"Interested in learning more about VCAP?"

GO SEE YOUR HIGH SCHOOL GUIDANCE COUNSELOR FOR ADDITIONAL PROGRAM DETAILS AND AN APPLICATION TODAY!

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2. Internship Experience

All Columbus City Schools students are required to earn 120 internship hours of credit before they can graduate. The internship requirement provides students with opportunities to explore various career fields, gain a better understanding of different areas of the world of work, and participate in community service. Internship hours may be earned through volunteerism, career exploration, and/or by being employed in a paid/unpaid position. Students should have a variety of experiences with the suggested hours listed. A documentation form must be submitted for each activity.

An example of *Internship Petition for Approval of Internship Hours Form* can be found on the following page, or http://whetstonehs.ccsoh.us/Downloads/CCS%20Internship_form.pdf.

Hours should be turned in to the Career and Community Resource Coordinator as soon as the activity is completed.

Databases of volunteer opportunities in Franklin County can be found by searching: www.handsoncentralohio.org and https://www.volunteermatch.org/.

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Columbus City Schools

PETITION FOR APPROVAL OF INTERNSHIP HOURS

I would like to submit the following hours for internship approval. If approved, these hours will count toward the 120 hours needed to complete the internship requirement.

_____   _____
Student's Name   Student Number

_____
Name of High School

In order to receive internship hours, you must complete the information below regarding your internship or community service experience.

Submit this form to your Career & Community Resource Coordinator at your high school.

Circle One: Community Service   Internship   Job Shadow

_____   _____
Name of Company/ Organization   Print Mentor's Name

_____   _____
Address, City & State   Phone

_____   _____
Beginning Date Of Internship   Ending Date Of Internship

Total Number Of Hours Served _____

_____   _____
Student's Signature   Mentor's Signature

- -

The Career & Community Resource Coordinator will complete this section:

Date _____   Approved _____   Disapproved _____

_____   _____
Total hours awarded   Career & Community Resource Coordinator's Signature

3. State Test Passage

The third component that a Columbus City School student must complete to earn a high school diploma is State test passage unless otherwise specified in a students individualized education program as mandated by the State Board of Education.

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EARNING YOUR
HIGH SCHOOL DIPLOMA

As a student who entered grade 9 between **July 1, 2014,** and **June 30, 2015**, you have multiple pathways to earn a high school diploma so that you can move on to your next steps in education or a career.

▶ You must complete and earn the **Columbus City Schools'** district minimum of 22 credits in specific subjects. Detailed requirements are on the Academic Graduation Planner available at your school or online. See your school counselor for planning and support.

▶ You must demonstrate what you have learned. There are three pathways in Ohio law.

1. Ohio's State Tests

Earn 18 out of 35 points on seven end-of-course state tests. You can earn up to five points on each test. You need a minimum of four points in math, four points in English language arts and six points across science and social studies.

2. Industry-recognized credential and score on workforce readiness test

Earn an industry-recognized credential or a group of credentials totaling 12 points and earn the required score on the WorkKeys test. Ohio pays for you to take the test one time. **Columbus City Schools** offers the **Senior Only** program through which you can earn credentials in one school year.

3. College and career readiness tests

Columbus City Schools encourages students to earn remediation-free scores* in math and English language arts on the ACT. You can take a one-time statewide spring test in grade 11 for free.

*Ohio's university presidents set these scores, which are subject to change..

If you do not meet any of the above three pathways, Ohio law provides you two additional options to earn a high school diploma. The reverse side of this fact sheet explains the options.

Find more details about graduating in June 2018 at education.ohio.gov. Click on the home page banner for graduation and locate the box for the class of 2018.

TALK
… to your school counselor early in the school year about your path to graduation and your future success.

OHIO'S PATHWAYS
FOR A HIGH SCHOOL DIPLOMA

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DISTRICT/SCHOOL BUILDING RESOURCES

There may come a point in your mentorship experience when you will need to seek out additional school and/or community resources. Do not hesitate to reach out to your site coordinator should you encounter information or issues that you do not feel comfortable handling on your own. If there are issues that indicate your mentee is in harm's way and you cannot reach your site coordinator,, please contact a member of the OSMI Team.

Each school building has the following resources available to you:

- **Guidance Counselor:** social and/or emotional issues.

- **I Know I Can Advisor:** college application, FAFSA, ACT, SAT registration and/or information.

- **Internship Coordinator:** question regarding internship hours and opportunities.

- **School Nurse:** medical issues or concerns.

- **Site Coordinator:** The building person in charge of administering the SSM program at your student's school location.

- **Social Worker:** family / community resources.

- **VCAP Coordinator:** questions regarding your mentee's progress or performance.

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STUDENT ACADEMIC FOLDERS

For mentors working with students who are seniors, an academic folder will be maintained at the student's school to keep the mentor abreast of their student's progress toward the graduation requirements.

As a CCS employee, you have flexibility as to when you meet with your students. That said, if you meet with your student during the time designated by the school building, you will find your student's folder in the mentor/mentee meeting space. If you meet with your student outside of the designated meeting time, work with the school's mentorship site coordinator to identify where you can locate the folder when you are in the building.

Contents of the Student Academic Folder, include but are not limited to:

1. Graduation planner
2. Student transcript
3. AIR test results
4. Internship hours
5. VCAP Status
6. Interim & Report Cards
7. School Year Calendar
8. Directory of building contacts
9. Class schedule
10. Parent Contact Information

Please see the "Sample Academic Folder" found in the CCS Intranet at http://cpsnet.columbus.k12.oh.us/applications/inetdept.nsf/Department+Pages/Mentoring-Main?OpenDocument to see actual samples of the documents you will find in your student's academic folder.