

Carus Lunch Buddies Handbook

Updated 5/2/2019

Adapted From "Peer Mentor Handbook" by The Mentoring Partnership of Southwestern PA

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What is a Lunch Buddy?

A lunch buddy is an adult who is paired with a Carus student to help be a good role model and provide extra social and emotional support. This looks different for every lunch buddy relationship. It may involve playing cards at lunch time, walking the track, playing basketball, doing crafts or sitting and talking. Adult lunch buddies are matched with Carus buddies based on personality and activity preference.

Why Lunch Buddy?

In general, younger students enjoy having an older student or adult as a role model; this relationship makes them feel special and increases their sense of self-worth. Adult Lunch Buddies benefit from working with their Carus Lunch Buddies by feeling a sense of confidence and importance as an Adult Lunch Buddy and enjoy the special connection with their Carus Lunch Buddy.

Benefits of Lunch Buddying For Adult Lunch Buddies

Mentors perceive the experience of being identified as a mentor and the process of mentoring in highly positive terms. They report that their experiences provided them with a form of “cultural capital,” that helped them to make sense of their own past (sometimes difficult) experiences and current challenges; gain insight into the day-to-day lives of youth and develop positive, more reciprocal relationships with youth.

A survey conducted by The Commonwealth Fund found:

- 3/4 of the mentors surveyed reported that their experience had had a “very positive” effect on their lives. They felt that mentoring provided a break from their busy professional lives and a chance to give something back.
- 83% indicated that they learned or gained something personally from their mentoring experience, including feeling that they were a better person, increased patience, friendship, a feeling of effectiveness and a chance to acquire skills.

Benefits of Lunch Buddying For Carus Lunch Buddies

- Increased academic achievement
- Greater belief that “they can do it” / manage decisions and outcomes by themselves
- Improved social skills
- Greater feeling of connection to school and peers
- Decreased behavioral problems
- Lower rate of engaging in risky behavior
- Increased school attendance
- Greater rate of continuing education

Guidelines and Boundaries

We've developed these guidelines to help Lunch Buddies facilitate safe and growing relationships with one another.

What to Expect

Structure

- After following the steps on "[How to become a Lunch Buddy](#)," you will be paired with a K-6th grade Carus Lunch Buddy.
- We ask that you commit to stay with your lunch buddy throughout the duration of the school year, though we understand special circumstances and availability may vary. Please communicate with Joy and Stacey about any changes in availability.
- You will meet with your Carus Lunch Buddy one-on-one, though you can work with your lunch buddy to develop a set time for "Invite Day."
- Upon arrival, you will need to check in with the front office and wear your badge when you are Lunch Buddying.
- Come with a couple activities in mind based on what your lunch buddy enjoys, but be flexible and sensitive to how your lunch buddy is feeling that day.

Mindset

- You are both valuable to the relationship. Although it is true that participants will be working to help the mentee grow, the mentee and the mentor are on equal footing within the relationship.
- Your Carus Lunch Buddy may have different cultural or religious beliefs; be sure to be sensitive and respectful.
- It may take time for your Lunch Buddy to warm up to you. Trust comes from a sense of comfort with another person, and comfort comes from repeated experience and investment. It is developed over time. Don't be afraid to ask follow up questions (for example: "Last week you mentioned struggling with _____; how is that going?")
- There may be times you are frustrated and will need to exercise patience. Know when to ask for help and don't hesitate to reach out to Stacey or Joy if that's the case.
- You will be acting as a positive role model for your Lunch Buddy; keep this in mind even if you are tired or have had a long day.
- Keep a positive outlook. This relationship is new for both of you. If you look for the positive aspects of situations as they occur, you will keep yourself and your partner moving forward.

Important Safety Notes

- You will need to know about and set appropriate boundaries with your Lunch Buddy.
- Punctuality, dependability and consistency are essential qualities for building trust. **Inform Stacey three days before any expected absence.**
- Have fun!

Lunch Buddies Specific Boundaries

Understanding and setting appropriate boundaries is important when you are working with other people. Boundaries are an invisible line to help us understand what things are appropriate and inappropriate.

A good guide for appropriate boundaries is to think, “Is it safe?”, “Is it responsible?”, “Is it respectful?” and “Is it kind?” Following these guiding rules and our school rules will help you enforce appropriate boundaries and develop a safe and nurturing relationship with your buddy:

- Please refrain from giving gifts, money or treats, as not all students have a lunch buddy.
 - Alternative ideas to bless your lunch buddy:
 - Hand written encouragement notes
 - Tell your lunch buddy how much you enjoy your time together
 - Bring materials to do a craft together
 - Remember what your lunch buddy shares and follow up on those details in the following weeks
- Keep physical contact to side hugs and affirming pats on the back.
- The Library will be the designated Lunch Buddy meeting area, but is also designed for sitting and quieter activities. If your lunch buddy would like to play active games with running, dancing or throwing, please relocate to the gym or recess area.
 - Unless given prior approval by Mrs. Ackerman, stay in the cafeteria, designated lunch buddy area or recess area with your lunch buddy. Always be around at least one other adult and student.
- Respect the space provided by Carus teachers and staff by working with your lunch buddy to:
 - Clean up all activity materials
 - Clean up trash and crumbs from lunch and
 - Reorganize anything moved for an activity that you and your lunch buddy did
- Be sensitive to other faith and cultural backgrounds.
- Respect your Carus Lunch Buddy’s privacy.
 - Do not share their name, picture or personal information with friends or family members or on social media.
 - Discussions between you and your mentee are considered confidential.
 - It is okay to ask deep questions, but be careful about sensitive personal issues. The mentee’s personal or family life may be difficult to discuss, particularly early in the relationship. It is important not to measure the success of the relationship by the extent of the mentee’s disclosure.
- Don’t exchange contact information or social media with your lunch buddy.

- Don't try to be teacher, parent, disciplinarian, therapist, Santa Claus or babysitter. Be a dependable, consistent friend.
 - Present information carefully without distortion, listen carefully, and offer possible solutions without passing judgment.
 - Don't criticize or preach. Think of ways to problem solve together. Never "should of" your Carus Lunch Buddy.

Other Important Boundaries to Consider

- Conversation topics that are off limits or are inappropriate
- Language or words that are off limits or are inappropriate
- Types of behavior that are off limits or are inappropriate

What can you do if your Carus Lunch Buddy is doing or saying something that breaks one of these rules?

- Kindly ask them to stop
- Gently remind them of the rule
- Explain how what they are doing might make others feel
- Notify Mrs. Ackerman if behavior continues

When to notify Carus Staff about concerns

- If you have become aware that your Carus Lunch Buddy's safety or the safety of another is in jeopardy through disclosure (e.g., child abuse, sexual abuse), report your concern to Stacey Ackerman immediately.
- This requirement should always be discussed with your Carus Lunch Buddy at the beginning of the relationship to inform them of your obligation to report safety concerns.
 - Inform them that you care for them and what is said during your times together will stay between the two of you unless they share that they or someone else is being harmed.

Lunch Buddies Exit & Closure Process

We want to make sure our school buddies are cared for well and given a chance to healthily end the lunch buddy relationship. The last thing we want to do is further anxiety a buddy might already have about abandonment or lose trust as a result of too abrupt an end.

Our official end date is June 7th. If you need to close the relationship before this date or are going to be missing any dates you have not already informed Stacey or Joy about, let us know.

Early Exit

Carus Lunch Buddies depend on their Adult Lunch Buddies to be consistent and committed. We do, however, understand that life circumstances come up. We also want to ensure all Adult Lunch Buddies are investing because they *want to*; children are very smart and intuitive and will be able to tell if interactions during Lunch Buddy time are not genuine.

If a volunteer needs to exit the program early, we ask that you take the following steps to ensure closure and help us maintain trust and rapport with the rest of the Lunch Buddies:

- If you are beginning to feel tired, unappreciated or doubt the importance of what you are doing, please talk to Stacey or Joy. We would love to dialog about where you are at and ways we can support you if you are wanting to continue.
- When possible notify Stacey & Joy a month before program exit.
- Write your lunch buddy (ies) a note letting them know that you appreciate them and explain your situation to some extent. This provides a sense of closure, and they don't take it personal that you won't be coming anymore. This letter can be mailed to Carus (ATTN: Mrs. Ackerman) or given to Joy at CFC.
- We would greatly appreciate any constructive feedback so that we can continue to improve the program and provide the best level of support, training and structure possible.

Year End Exit

Please follow the guidelines below to facilitate the relationship closure:

- **One month before the relationship comes to a close**
 - Let your lunch buddy know your last lunch buddy day is approaching and inform them of the date
 - Let them know how much you've enjoyed your time together and look forward to this last month
 - To give your buddy an opportunity to get anything out in the open they may have been holding on to, this would be a good time to ask them, "Is there anything else you'd like me to know about you?" "Is there anything we haven't talked about that you'd like to share with me?"
- **Two weeks before**
 - Write your lunch buddy a note to give to them on the last day. Potential things to put in the note include:
 - Fun memories or jokes you shared
 - Things you admire about your lunch buddy
 - Affirmations about how much you've enjoyed your time together
 - Ask them to be thinking about what parts of the lunch buddy process they've enjoyed and what they would like future buddies to know.
- **On your last lunch buddy day**
 - Give them the note you wrote

- If you are comfortable, ask about what parts of the lunch buddy relationship were helpful and enjoyable and what parts could better help them in the future.
- Let them know:
 - What good qualities you see in them
 - What you've enjoyed about spending time with them
- **General closure notes**
 - Please do not tell your lunch buddy you will see them next year, even if you fully intend on continuing
 - Though we would love lunch buddy relationships to continue year after year, we don't want Carus students to be hurt should other commitments or life transitions arise during the summer
 - We'd love to learn from your insight and experience about how to improve the lunch buddy process. Please fill out feedback form (<http://bit.ly/lbfeedbackadult>).

Communication

Getting to know your Lunch Buddy is an important part of your Lunch Buddying relationship. Asking **Open Ended Questions** is a great way to start a conversation and to get to know someone new.

Closed Ended Questions can be answered with “yes” or “no.” They can be helpful, but generally are less informative (eg. “Do you like the color blue?”). Close ended questions do not provide the other person as much opportunity to express emotions and opinions.

Open Ended Questions require a longer response and can give you more information about the other person’s opinions and feelings (eg. “What is your favorite movie?”).

Questions to get to know your Carus Lunch Buddy

- Do you have any pets? Ask for their pets’ names and what they like about them.
- Do you have any brothers or sisters? Tell me about them.
- What do you like to do at recess?
- What is your favorite toy or game?
- Do you play any sports?
- What is your favorite food?
- What is your favorite movie or T.V. show?
- Do you prefer cats or dogs?
- If you could be any animal, what would it be and why?
- What is one question you wish people asked you more often?
- What would you do if you won a million dollars?
- What has been one high point of your week and one low point?
- Who inspires you? Why?
- If you could have any superpower, what would it be?
- If you could add any class you wanted to school, what would it be?
- What are you good at?
- What makes you want to do your best?
- What’s your favorite thing to do at home?
- Who is your best friend? Why are they your best friend? What makes a good friend?

Principles for Building Relationship

Keep the following principles in mind with your Carus Lunch Buddy:

Active Listening

Active listening is a way of listening that *shows another person that you are interested in what they are saying*. We show active listening by looking at our Lunch Buddy when they are talking, leaning in toward them and acknowledging them as they speak (eg. nodding as they

speak). Think about what your Lunch Buddy is telling you. Paraphrase what your Lunch Buddy is saying. Paraphrasing is when we repeat what we have heard someone say. We do this by saying something like “what it sounds like you are telling me is...” Paraphrasing helps others feel like you have heard and understood what they say.

Body Language

Body language or **non-verbal communication** is the way we communicate without words. It is important that we are sending the right messages to our Lunch Buddies with our non-verbals. Pay attention to your posture, where you are looking, your facial expression and what your hands and legs are doing.

Empathy

Empathy is putting yourself in someone else’s place and trying to imagine how they feel. Empathy is an important part of understanding another person’s perspective. We can use clues about another person’s body language, facial expression or words in order to understand how they are feeling and empathize with them. *Recognizing how someone feels and using empathy is an important first step to noticing problems and helping others.*

Patience

Patience is required when we are working with young kids. *We can show patience by responding in a calm and helpful way even in a difficult or frustrating situation.* Patience is something we continually practice and work at. We show patience by having a calm, neutral tone of voice, by choosing words that are positive, helpful and calm and with our body language.

Problem Solving

At times, you may need to help your Carus Lunch Buddy with problem solving. When we notice we have a problem our first step before trying to fix it is to calm down. We will be able to think more clearly and make better decisions when we are calm. We can help others calm down by instructing them to taking deep breaths, counting backwards from 10 or by using positive self talk.

Steps to help Carus Lunch Buddies solve problems

1. What is the problem?
2. What are some solutions?
3. For each solution ask:
 - a. Is it safe?
 - b. How might people feel?
 - c. Is it fair?
 - d. Will it work
4. Choose a solution and use it.

5. Is it working? If not, what can I do now?

Process & Contact Info

How to become a Lunch Buddy

1. Fill out “I Wanna be a Lunch Buddy!” Application (<http://bit.ly/caruslunchbuddyapp>)
2. Read through Lunch Buddy handbook
3. Visit Carus during school hours
 - a. Bring Driver’s License
 - b. Tell the Front Office you are there to fill out Background Check
4. Participate in Training Session
5. Submit Lunch Buddy Agreement, Short Bio and Photograph for Parent/Guardian
6. After submitting your agreement and attending training, you will be contacted to schedule first visit and get paired with a Carus Lunch Buddy
7. On your first day, arrive at the Carus Office 15 min. early for introduction and orientation with Stacey
8. Start lunch buddying!

Contact Info & Process

Stacey Ackerman

Carus School Counselor
ackermas@canby.k12.or.us (email pref.)
503-263-7190–Carus School
503-475-9496–Stacey Cell (text second pref.)

Joy Strube

CFC Community Engagement
jstrube@canbyfoursquare.com
503-263-0464

Contact Stacey if...

- There is a safety concern
- You have a question about your Carus Lunch Buddy
- You are unable to make it to a meeting with your Lunch Buddy
- **Note:** Email is the most effective way to get hold of Stacey

Contact Joy if...

- You have suggestions for how to improve the Lunch Buddy program
- You have general questions about mentoring
- You have questions about other ways to engage the Canby Community

Additional Resources

<http://www.mentoringpittsburgh.org/tips> - Weekly Tips about Mentoring

Carus Lunch Buddy Schedule

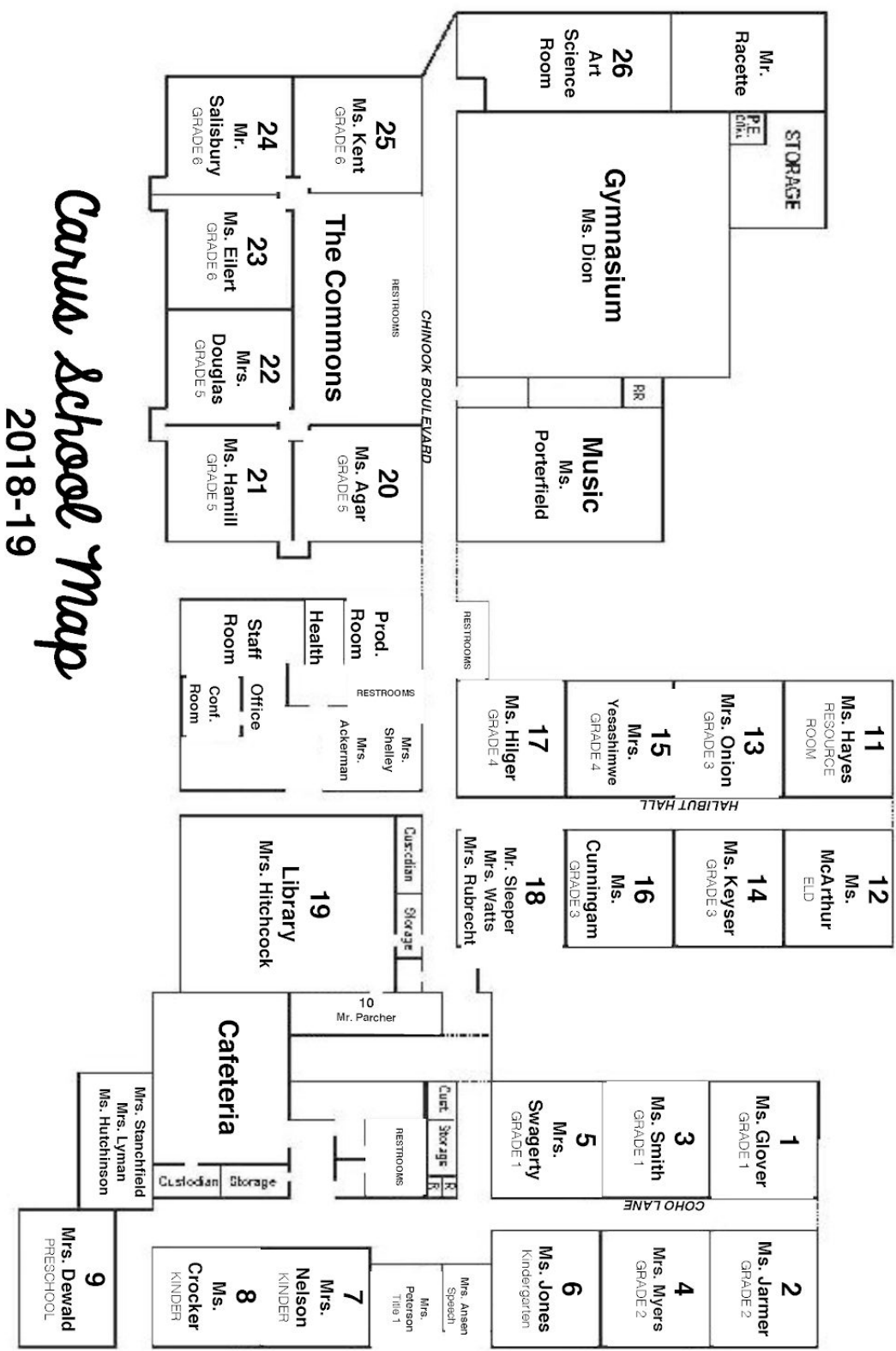
Carus Lunch Times

5th Grade - 10:45a-11:25a
3rd Grade - 11:15a-11:55a
Kinder - 11:40a-12:20p
1st Grade - 12:05p-12:45p
2nd Grade - 12:10p-12:50p
6th Grade - 12:30p-1:10p
4th Grade - 12:35p-1:15p

Dates to Note

- November
 - Lunch Buddies Start: Thur 11/1
 - No School: Mon 11/12; Wed-Fri 11/21-23; Fri 11/30
- December
 - No School (Winter Break): 12/19-1/2
- January
 - No School: Tue 1/1; Wed 1/ 2,; Mon 1/21
 - Quarterly Gathering: Late January; Date TBD
- February
 - No School: Fri 2/1; Mon 2/18
- March
 - No School: Fri 3/15
 - No School (Spring Break): 3/21-3/29
- April
 - Quarterly Gathering: April; Date TBD
- May
 - No School: Fri 5/3; Mon 5/27
- June
 - Last Day of School: Wed 6/12
 - Lunch Buddies Debrief & Celebration: Late June; Date TBD

Carus Map



Carus School Map
2018-19

Appendix

Training & Forms

Lunch Buddy Agreement

Thank you for your interest in becoming a **Lunch Buddy** to work with a K-6th grade student at Carus Elementary through the remainder of this school year.

A Lunch Buddy is a high school student or adult who can serve as a resource, a helping hand, a sounding board, and a role model for their Carus Lunch Buddy. The job of a Lunch Buddy is to provide support and encouragement, as well help create a sense of belonging, safety, and enjoyment in the school environment.

As a Lunch Buddy I agree to:

- Read through the Lunch Buddy Handbook before first Lunch Buddy meeting
- Attend Training
- Fill Out Background Check
- Commit to meeting with my Carus Lunch Buddy weekly during the scheduled time
- Be on time to meet with my Carus Lunch Buddy and **communicate three days ahead of time if there is a change in schedules**
- Maintain confidentiality and be intentional about building trust
- Notify Stacey Ackerman if there are any concerns or safety issues
- **Have fun!**

I agree to the expectations and would like to participate in the Lunch Buddying Program. I understand that my Carus Lunch Buddy is counting on me to be committed, enthusiastic and punctual for all our meetings.

I have read through the Lunch Buddy Handbook: . Yes No

Name:

Email:

Phone:

X_____

Lunch Buddy signature

“I Wanna Be A Lunch Buddy!”

Thank you for your interest in becoming a **Lunch Buddy** to work with a K-6th grade student at Carus Elementary through the remainder of this school year. Please answer the following questions as honestly as possible to help us we pair you with the right student.

**Drop off form at the Welcome Desk/Church Office or fill out online
(<http://bit.ly/caruslunchbuddyapp>)**

1. Why do you want to be a Lunch Buddy?
2. What are your hobbies?
3. Do you have experience working with kids and/or parenting? If so, please describe.
4. Are you comfortable working with kids who have behavior challenges? If so, please describe your experience with these settings.
5. Some of our Carus Lunch Buddies are very emotionally fragile. Dependability and commitment are essential qualities to establishing trust. Can you commit to showing up on time to your scheduled lunch buddy dates AND giving at least three days notice (emergency situations being the exception) if you need to reschedule/cancel your lunch buddy date?
6. Please circle which personality characteristics describe you. All traits are valued and important; we'd love a broad range of mentors to match unique personalities with the right lunch buddy:
Good Listener Talkative Active Calm/Peaceful Safe Enthusiastic
Shy Passionate Loves Learning Enjoys Asking Questions Confident
Encouraging Patient Athletic Artistic Creative Sees Gifts in Others
7. What concerns/fears do you have about being a lunch buddy?

8. What qualities make a good mentor/role model?

9. Circle all of the following lunch buddy activities you'd be comfortable with:

Sitting and Talking about life and family/social/school situations

Playing sitting-down games/activities

Playing active/running games/activities

Doing arts and crafts

Going to recess with my Carus Lunch Buddy

Helping resolve conflicts with bullies/friends

Other: _____

10. Please provide a character reference (Name, Phone Number & Relationship).

11. Please list days available for training:

12. Lunch Buddy meetings are one-on-one, how many lunch periods would you like to meet with a student for (Circle one):

1 Lunch Period 2 Lunch Periods 3 Lunch Periods

13. Please check all Times & Days you are able to be a lunch buddy:

	10:45a-11:25a	5th Grade		12:10p-12:50p	2nd Grade
	11:15a-11:55a	3rd Grade		12:30-1:10p	6th Grade
	11:40a-12:20p	Kinder		12:35p-1:15p	4th Grade
	12:05p-12:45p	1st Grade			

	Wednesda y		Thursday		Friday
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14. Contact Information

Name		Phone	
Email		Grade Preference	

Thank you for your heart to invest in our students and families! We will be in touch shortly once we receive your application.

Lunch Buddy Training Agenda

Before beginning to invest in a Carus Lunch Buddy, adult Lunch Buddies will participate in a three hour training.

Materials and Media:

1. Lunch Buddy Handbook
2. [Restorative Justice Cards](#)
3. [Upstairs/Downstairs Brain Video](#)
4. Trauma Informed Care for Paraeducators (321insight.com)

Agenda:

1. Welcome
 - a. Introductions
 - b. Agenda Overview
 - c. Heart & History of Carus Lunch Buddies
2. Carus Overview
 - a. Tour
 - b. Logistics
 - i. First Day Arrival
 - ii. Regular Arrival Process
 - iii. Lunch Buddy Spaces and Options
 - c. Carus Values
 - d. [Lunch Buddy Guidelines and Boundaries](#)
 - e. Invite a Friend day
 - f. Contact Process and Info
3. Trauma Informed Care
 - a. Go over 321 handout
 - i. Overview of Trauma
 - ii. What to expect
 - iii. Recommended tools/techniques and mindsets
 - b. Watch Brain Video
 - i. Importance of striving to understand where your buddy's head may be at
 - ii. Use of highlighted Tools
 - c. Discuss the importance/value of choices
4. Trust Building
 - a. What to expect before trust is built

- b. Principles for Building Relationship
 - c. Questions to get to know your Carus Lunch Buddy
- 5. Activity Ideas
 - a. Importance of choices
 - b. Options at Carus
 - c. Encouragement to plan potential activities beforehand
- 6. Evaluation/Feedback
 - a. Lunch Buddy Pre-Test
 - b. Teacher Pre-Test
 - c. Idea Form (<http://bit.ly/lunchbuddiesideas>)
 - d. Quarterly Gatherings
- 7. Next Steps
 - a. Complete Background Check (if not already done through Canby School District)
 - b. Sign Lunch Buddy Agreement (can be done at training)
 - c. Submit Photo/Bio to jstrube@canbyfoursquare.com to be sent to parents
 - d. Start Lunch Buddying!