



Instructor: Ms. Pivirotto

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Mentor Guidelines and Expectations

First, let me take this opportunity to thank you for choosing to give back to your school and fellow students by becoming a mentor. I hope that this will be as positive an experience for you as I know it will be for the students you will help.

GENERAL EXPECTATIONS

- Model the six pillars of Character Counts.
- Punctuality and good attendance. If you're gone, the students will definitely miss you!
- Be proactive. Don't wait for students to ask you for help, be the first to offer it. Tell me if a student routinely refuses your help but seems to need it.
- If you encounter a problem of any sort in this class (with a student or otherwise), please tell me right away!

WHAT ARE MY DUTIES AS A MENTOR?

Daily:

- 1) At the beginning of the period, check and grade each of your students' agendas. At this time, you will also grade them on preparedness for class (supply check).
- 2) Get students started on the warm up activity. Monitor their progress and assist them as needed.
- 3) Grade their warm ups based on the effort that they put in to them (generally one point per sentence since 5 are usually required).
- 4) Assist a group of students with their homework.
- 5) Grade students on their productivity for the day.

Weekly (or every other week):

- 1) Meet with teacher and other mentors to discuss how things are going.
- 2) Offer suggestions and constructive criticism.

Occasionally, as needed:

- 1) Help kids locate and organize assignments in their backpacks (or help with organization in general).
- 2) Assist students as they take or retake tests/quizzes (it is okay to help them by asking leading questions, etc., but you should not *tell* them the answers).

SAMPLE GRADE SHEET

[illegible]

GENERAL RULES

- 1) Learning Skills students must wait until I dismiss them to leave, but you may leave when the bell rings.
- 2) Do not use your cell phone or any other electronic device (besides your chromebook) during class unless you have my explicit permission.
- 3) Do not work on your own schoolwork during class.
- 4) Drinks with lids are permitted, but food is not.
- 5) Remember, as much of your time as possible should be spent directly helping students.

Again, thank you for choosing to give back to your school and community by serving as a mentor. I very much appreciate your assistance this school year.