

Instructor: Ms. Pivirotto e-mail: bpivirotto@muhsd.org

Phone: (209)385-8000 (school) or (209)-763-8680 (Google Voice)

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

Week 1											
MONDAY	8/17/2015		TUE	SDAY	8/18/2015		l v	WEDNE SDAY	8/1	8/19/2015	
Attendance	First Day of School		Atte	endance			1	Attendance			
	Points Earned	Points Possible			Points Earned	Points Possible			Points Earned	Points Possible	
Supply Check			Sup	ply Check		4		Supply Check		4	
Planner			Plai	nner		3	F.	Planner		3	
Warm Up			War	m Up		5	١	Warm Up		5	
Productivity			Pro	ductivity		15	F	Productivity		15	
Objective			Obj	ective		3	(Objective		3	
Daily Total	0	0	Dail	ly Total	0	30	1	Daily Total	0	30	
THURSDAY	0/20	V204E	EDI	DAY	922	1/2015		Ventor Commen	to:		
Attendance	8/20/2015			endance	8/21/2015		ľ	vientor commen	15.		
Allerruance	Points Earned Points Possible		Aue	enuance	Points Earned Points Possible						
Supply Check	Tomes Earned	4	Sup	ply Check	T OITIG Euriteu	4					
Planner		3	Plai	nner		3					
Warm Up		5	War	m Up		5					
Productivity		15	Pro	ductivity		15					
Objective		3	Obj	ective		3					
Daily Total	0	30	Dail	ly Total	0	30					
								Weekly Total		Points Possible	
								0		120	

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.