



Welcome to the Team!

THANK YOU!

We sincerely appreciate your willingness to help our students. With your help we will make a difference!

OUR MANTRA

PRIDE

Purpose

Respect

Integrity

Dedication

Effort

DEN-ero is a way we reward our students.



Keep it Positive!

You should only have positive interactions with students. We want you to be encouraging only! If you have a problem with a student, then find a staff member and they will help you.

Your Role

- Office Volunteer
- Lunch Room Volunteer
- Before School Volunteer
- After School Volunteer
- Concession Stand Volunteer
- Mentor**
- Library Volunteer
- Classroom Volunteer
- Copy Room Volunteer
- Counselor Volunteer
- Watch DOGS (Dads of Great Students)**
- Special Projects or Fundraisers
- Tutor**
- Administrative Support
- Volunteer Coordination**
- Other

Background Checks

Please fill out the background check form if you plan to:

Mentor

Tutor

Watch DOGS

Volunteer Coordination

FERPA - Law

Family Education Rights and Privacy Act

It grants 4 rights to students and eligible parents.

- Right to inspect and review their educational records within 45 days of written request for access
- Right to request the amendment of inaccurate or otherwise inappropriate educational records
- Right to give written Permission for another person to see a student record
- Right to file a complaint with the Family Compliance Office in Washington D.C.

FERPA Fundamentals

Employees and volunteers may NOT disclose personally identifiable information about students, nor permit inspection of their records by anyone else, without the prior written consent of the parent, unless such inspection is permitted by one of the exceptions of FERPA.

Eligible Student & Parent

Student who has reached the age of 18 or who is attending a post-secondary institution.

Parent is the natural parent, guardian or individual acting as the parent in the absence of a parent or guardian.

Educational Record

Any information related to a student and maintained by the educational institution. For example valuation information, behavior information, demographic information, programs the student is attending, information about the family, information about a student's disability. It doesn't matter where the record is located.

Educational Records

Records might be a document in the student's file in the office, a computer print out, a class list, an electronic form on a computer, a photograph of the class with names of students, individual student data sheets, a health care plan, a video of an incident, etc.

School Officials

Members of an institution who act in the student's educational interest within the limitations of their "need to know."

Personally Identifiable Information

Personally identifiable information is a list of personal characteristics or other information which would make the student's identity easily traceable, such as the names of a student's parent, their address or any biometric (fingerprints, DNA, handwriting, etc.) information.

Want more information?

Go to the Department of Education's web site or talk with a principal. When in doubt ask us!

www2.ed.gov

Affiliations

While volunteering here, we ask that you to put aside your professional or personal affiliations. For example, if you are affiliated with a bank, don't ask your student where their parent banks. Or if you are affiliated with a church, don't promote your church or evangelize.

Mentor Program

Additional Training

Goals for Mentorship

- For student to graduate from high school.
- For student to have increased attendance, academic success and positive behavior
- For student to no longer be at risk.

Mentoring Can ...

- Improve academic performance, in general, with significant improvements demonstrated in the subjects of science and written and oral language.
- Improve the quality of classwork.
- Increase the number of homework and in-class assignments turned in.
- Reduce serious school infractions, such as disciplinary referrals, fighting and suspensions.
- Increase students' perceptions of scholastic competence.
- Reduce absences and tardies.

What is At Risk?

Data shows that students are at risk for dropping out if they meet two or more qualifiers and highly at risk if they meet three or more. Here are the qualifiers.

- Receive a free or reduced lunch based on family income
- Have less than 90% attendance
- Fail either the math or reading Oklahoma Core Curriculum Test
- Fail a class
- Are suspended 5 or more days (not necessarily consecutively)

At Risk Students

We have many interventions in place for students considered at risk. The mentorship program is just one of them. Here are a few of the other interventions we use:

- Overtime during recess
- Homework Helpers
- Interventions during 8th hour
- Check in, check out
- Behavior contracts
- Social Skills reinforcements
- Small groups
- etc.

Mentor Training

Mentors will be required to have background checks. Please fill one out and give it to your trainer.

Mentors should commit to meeting with their student about once a week.

Vocabulary

PRIDE

Common Areas

DEN-ero

Core Classes

Core Team

Explo Classes

Interventions

Extensions

Homework Helpers

Mentor/Mentee Matching

- Application offers options for you
- Students took a survey to see if they would like a mentor
- Students considered At Risk will be first students selected

Meeting Your Student

- Mentors will first meet their student with the counselor present. The counselor will explain the mentorship role to the student and the mentor.
- Mentors will be asked to fill out a short online survey occasionally so that we can make sure it is going well.

Working With Your Student

Tell student your name and give a brief introduction of yourself.

- Name
- Family
- Job
- Where you are from
- Connection to Community
- What do you enjoy doing
- What you love
- Why you want to mentor

Working With Your Student

Ask student some questions.

- Name
- Grade
- Family
- Where they are from
- What grade they are in
- What is his/her favorite class
- How are they involved at at school (sports, clubs, GT, etc.)
- What do they enjoy doing
- What do they love
- What they hope happens in mentoring

Weekly Objectives

Mentors should plan to spend about 30 minutes each week during the school day with their mentee. The best time to do this would be during the mentee's lunch. However, there are other times that can be worked out by going through the student's counselor. If you cannot make it, please notify your student's counselor ahead of time. Maybe you can send a note!

Weekly Objectives

Here are the following things to be accomplished each week in mentoring:

- Review quarterly, semesterly or yearly goals you should help set with the student on their first meeting. We will provide a worksheet to do this on.
- Reviewing the student's grades. A student can log in and know how to check his/her grades on any computer or smartphone. Look for missing assignments, low grades or other red flags.
- Make a plan to improve grades, attendance or behavior for the upcoming week.
- Set weekly goals & evaluate goals from previous week.
- Have a casual conversation with a student to touch base with them.

T1 Quarter Grade Detail**Category: Daily work/Homework (weight: 10.0)**

Name	Due Date	Assigned Date	Weight	Pts Poss	Score	%	Turned In	Comments
Student Information Sheet (Parent Signature)	08/25/2014	08/21/2014	1.0	100	100	100		
Divisibility Worksheet #1	09/02/2014	09/02/2014	1.0	100	90	90	✓	Late
Divisibility Worksheet #2	09/03/2014	09/03/2014	1.0	100	89	89		
Prime Factorization Worksheet	09/09/2014	09/09/2014	1.0	100	63	63	✓	Late
Worksheet 1-3	09/16/2014	09/12/2014	1.0	100	81	81	✓	Late
1-4 Worksheet (Operations Only)	09/19/2014	09/18/2014	1.0	100	75	75		
Order of Operations Worksheet	09/22/2014	09/19/2014	1.0	100	90	90		Incomplete
pg. 39 #1-6all & #8-14 evens	09/23/2014	09/22/2014	1.0	100	77	77	✓	Late
pg. 673 Lesson 1-4 #1-8all	09/24/2014	09/23/2014	1.0	100	88	88		
pg. 44 #1-7all & #20-24 evens	09/29/2014	09/26/2014	1.0	100	100	100		
Worksheet 1-9 (Area)	10/02/2014	10/01/2014	1.0	100	90	90	✓	Late
Worksheet 1-1 (Problem Solving)	10/03/2014	10/02/2014	1.0	100	0	0		*Missing

Daily work/Homework Totals

78.58%

Category: Quizzes (weight: 30.0)

Name	Due Date	Assigned Date	Weight	Pts Poss	Score	%	Turned In	Comments
Divisibility Rules Quiz	09/05/2014	09/05/2014	1.0	100	85	85		1st: 65 & 2nd: 85
Prime Factorization Quiz	09/12/2014	09/12/2014	1.0	100	100	100		
Powers & Exponents Quiz	09/16/2014	09/16/2014	1.0	100	100	100		
Order of Operations Quiz	09/26/2014	09/26/2014	1.0	100	84	84		
Variables & Expressions Quiz	10/01/2014	10/01/2014	1.0	100	100	100		

Quizzes Totals

93.8%

Mentor Agreement

- I understand that seeing my mentee consistently is one of the most important things I can do as a mentor. Therefore, I agree to see my mentee once a week.
- I understand that all contact with my mentee is restricted to school grounds.
- I understand that the relationship between my mentee and me is a one-on-one relationship.
- I understand that I might be privy to personal information about my mentee and family members, which I will keep confidential.
- I will maintain regular contact with the program coordinator by responding to calls, emails and surveys.
- If a problem arises in my mentor-mentee relationship, or if my contact information changes, I will notify the program coordinator immediately.
- I understand that I will be asked to participate in a program evaluation.
- I will adhere to school procedures when visiting my mentee, including verifying my mentees attendance when I visit. I will contact a school counselor on days when I am unable to meet for any reason.

Resources

- Listening Questions
- Reframing Questions
- Other things to do with your Mentee
- 15 Tips and Resources for Mentors of Youth
- Goal Setting Pages
- Student Portal

Safety or Other Concerns

If at any time you have a safety concern about your student, notify the counselor or principal right away.

If you have another concern (behavior or academic) please feel encouraged to ask us. You are not in this alone!

Questions?

Please ask!

Mentor Program

Additional Training