

# CHECKLIST FOR BALDWIN MENTORS

## PARKING AND ENTRY:

- Mentors can park in spaces located along the drive before the school. Additional parking is in the lower lot past the main driveway. Entrance is only through the front of the building.
- Mentors should ring the bell to be buzzed into the building.

## BUILDING ROUTINE:

- Mentors should sign in and out of the building in the front office. Should mentors leave the building with their student for outside activity, they should sign out and back in as well. Mentors should wear their mentoring badges or a visitor ID at all times. Security is a major concern in all of the Guilford schools, so really wear your badge! If you forget it, you can obtain a visitor badge in the main office.
- Mentors' mailbox is located in the front office at the end of the faculty mail slots. Copies of building notices, materials/notices from mentoring staff can be found there. Some mentors prefer leaving their badges in this mailbox as well.
- Cell phone use is strictly forbidden for students at Baldwin, so please do not ever use your cell phone in the hallways at Baldwin. If you **need** to use your cell phone, please do so behind closed doors, either in Guidance or another office.
- Mentors usually meet their students in the Guidance Office on the second floor. Cinde Sportelli, Guidance Administrative Assistant, facilitates these meetings.

## MENTORING LOCATIONS & RESOURCES:

- Check with social worker, Chelsea Colonese or Cinde for suggestions/guidance. Space is at a premium and with so many mentors is sometimes a challenge. Don't worry, Cinde will help you.
- Mentors and students may use the campus outside Baldwin as long as they remain on school grounds – does not include trails in woods. The basketball net erected by mentors is located behind the building and pond up on the hill near the tennis court is a wonderful place to get outdoors.
- Mentoring materials are located in a box marked "Mentors" located in the Library. Resources include games, sports equipment etc. For additional resources, check with Chelsea or Cinde. Please let the mentoring office know if you need any specific supplies.

EMERGENCY PROCEDURE – If student is bleeding or injured take him/her immediately to the Health Office in the front foyer.

## BALDWIN MENTORING LIAISON STAFF

Chelsea Colonese, Baldwin School Social Worker, coordinates program. Chelsea is also available for consultation regarding concerns about students by phone or email. Baldwin's main phone number is 203- 457-0222, dial # first then his extension which is 417 or [colonesec@guilfordschools.org](mailto:colonesec@guilfordschools.org)

Cinde Sportelli, Guidance Administrative Assistant, is the mentors' main contact for original scheduling, changes in schedule, trouble-shooting etc. Baldwin's main phone number is 203-457-0222, dial # first then her extension which is 418 or [sportellic@guilfordschools.org](mailto:sportellic@guilfordschools.org)

Doug Hammel, Baldwin Principal  
Phil Ross, Baldwin Assistant Principal  
Paul Canestri, Guidance Counselor  
Pam Maher, Guidance Counselor