

## CHECKLIST FOR A.W. COX MENTORS

### PARKING:

~ The main entrance to the building is just off Three Mile Course. Please park in the lot adjacent to the building. The doors at the far end [nearest the flag pole] are the only doors that should be used throughout the day.

### BUILDING ROUTINE:

~ Mentors should sign in and out of the building in the visitor's journal in the front office. Should mentors leave the building with their student for an outside activity, they should sign out and back in the Faculty/Student sign-out binder also in the front office.

~Mentors should wear their mentoring badges or visitor ID at all times.

~Mentors' mailbox is located in the supply room near the game/activity box set aside for mentors and students. Copies of building notices and materials/notices from mentoring staff can be found there. Copies of the Mentor Handbook for elementary school students are also located there for mentors to consult. \* Some mentors prefer leaving their badges in the mailbox.

~Mentors meet their students in the main office. Janice Sagnella, the school secretary, will call for the student upon your arrival.

### MENTORING LOCATIONS & RESOURCES:

~ Mentoring locations: When you arrive, please check with Janice or Jyl for room availability. They will direct you to a room or area that is free.

~ Mentors and students may use the campus outside Cox as long as they remain on school grounds. This does not include the trails in adjacent woods.

~Mentoring materials are located in a box marked "Mentors" in the supply room. Resources include games, sports equipment, etc. Please let the Mentoring Office know if you need any specific supplies.

### EMERGENCY PROCEDURE

~ If student is bleeding or injured, please take him/her immediately to the health office which is adjacent to the main office.

### A.W. COX MENTORING LIASON STAFF

~ Jyl Lozier~Oman, Social Worker, coordinates program. You can reach her at 453-5291, ext. 16 or via email at [lozieromanj@guilfordschools.org](mailto:lozieromanj@guilfordschools.org)

~Janice Sagnella, Building Secretary- Please contact Janice if you are unable to come in. She will contact your student for you. You can reach Janice at 453-5291 ext. 10 or [sagnellaj@guilfordschools.org](mailto:sagnellaj@guilfordschools.org) \*\*If a student is absent, we will make every effort to contact you.\*\*

~Peter Fragola~ A.W. Cox Principal can be reached at [fragolap@guilfordschools.org](mailto:fragolap@guilfordschools.org)