

CHECKLIST FOR GHS MENTORS

Mentoring Office Contact Information – Phone (203)453-2741, Dial 7 for Mentoring

Lisa Ott: ottl@guilfordschools.org Mon, Wed, Thur

Simona Nerney: nerneys@guilfordschools.org Tues, Wed, Fri

Lisa MacDougald macdougaldl@guilfordschools.org

Parking and Entry – Parking options for visitors at GHS include:

- Visitor parking spots - painted red in small lot in front closest to New England Rd - to access, enter large parking lot closest to tennis courts and take immediate right
- Bus circle - in front of main entrance - **it is ok to park here ONLY if you are visiting any time between 8:00 am and 1:45 pm**
- Student parking spots – ONLY if you are here last period of the day and there is a white painted spot available in the front main lot

Please come in through the main entrance facing New England Rd. Please ring the bell for entry and let the administrative assistant know you are here for mentoring. Once you enter the building, you will be inside the main office and they will direct you to our area which is in the back right corner of the main office area after you have been checked in.

Mentor Badge – Please remember your ID; it should be worn at all times when in the building. **NEW THIS YEAR...GHS is piloting a visitor badging and monitoring system for the district as they continue to find new ways to increase safety and security in our schools. If you do not have your mentor badge with you, your driver's license will be required.**

Sign In and Out – As you head back towards our office space, on the counter to your right is the mentoring clipboard. Please be sure to sign in and out of the building.

Meeting place – Once you have signed in, you can spend your time together anywhere within school boundaries, inside or out. We have four meeting rooms available for mentors and students.

- Room A222 with two comfortable chairs plus a table, window faces New England Rd
- Room A223 with two comfortable chairs plus a table, window faces New England Rd
- Room A224 with two comfortable chairs, interior
- Room A225 also with two comfortable chairs plus a table, interior

Planning and Scheduling – During their first meeting, mentors and mentees can discuss the routine for setting appointments and contacting each other. We are very flexible here as the students begin taking on much more independence. Ideally, you would choose a day of the week or a letter day that works best for both of you – this would allow the most consistency. Mentoring typically takes place during a study hall here at GHS – the periods are 57 minutes in length.

- Many mentors/ mentees are comfortable scheduling on their own using cell phones / texts/ or email to communicate. If you choose this option, please just let us know your plans by either sending an email / calling our office or logging it in directly to our calendar. If you would like to log into our appointment calendar, let us know and we will provide you with a link and instructions.
- Others prefer to set appointments through our office – Call / email us to set something up OR stop by one of our desks on your way out so we can set something up on our calendar for the following week. **We just ask that you try to give at least 24 hour notice so we have enough time to let the student know in advance.**
- **IMPORTANT TO NOTE ABOUT ABSENCES:** We ask that mentors/mentees establish steps to take if something comes up on the day of the appointment...there may be an all school assembly...a student may unexpectedly need to use their free time to work on an assignment or take a test...a mentor may have something come up at work...one of you may be out sick that day...**a planned agreement to text/email each other or contact our office would be helpful in these situations.** Our office makes every attempt to check attendance of students listed on our appointment calendar but mentors are allowed to call Kim Nelson in the Attendance Office to check on their own. Her number is (203)453-2741 Ext. 1227.

Bell Schedule / Letter Day Calendar - Mentors will be provided with copies and the links can be found on our website, www.guilfordmentoring.org under the Current Mentors tab, Our Schools, GHS. We operate on a 4 day letter calendar, A through D. Students are enrolled in 8 classes each semester. There are 6 class periods per day so 2 periods are dropped each day. There are 3 lunch waves beginning at 10:46 and ending at 12:14. Mentors and mentees can decide whether or not to meet on shortened days, as the periods will be at different times but will still be 43 minutes long. However there will be no lunch served.

Snow Days – Please consult GCTV Channel 19 (if you're a Guilford resident and have access to this cable channel), local TV channels, 453-8200 or the school district website www.guilfordschools.org for information about school events, closings, 90 minute delays and schedule changes (e.g. which periods are dropped on days with delays). We will make every effort to send an email with this information. The letter day calendar at GHS will not change due to snow days.

In the event of a real emergency or drills:

Fire -- An alarm will sound. If you are in the mentoring area, please exit the building through the exit doors closest to our office, just outside and to the left of our area then proceed to the student parking lot. If you are with a mentee during a fire drill elsewhere in the building, please follow the routine of the closest classroom and have the student report to the nearest staff member with a radio so that he/she will not be listed as missing.

Lockdown – An announcement will be made. If you are in the mentoring area and a staff member is not present, close the door to the outer office. It should be locked on the outside but still able to be opened from the inside. Please move into one of our two interior rooms and try to sit where you cannot be seen through the window in the door. If you are elsewhere in the building, please follow the routine of the closest classroom. An announcement will be made once it is safe to come out.