

# **MENTORING AT INNOVATIONS HIGH SCHOOL**

## **WHAT IS MENTORING?**

All subject teachers will be assigned as a mentor teacher to approximately 30-40 students. The school counselor will randomly assign each mentor teacher certain students from grades 9-12. Generally, the school counselor will assign siblings to the same mentor. The mentor teacher will keep the same students in their mentor/advisory course for the entire duration that they are at Innovations. A mentor teachers' job is to support, guide, and communicate with their mentee's. A mentor teacher will help pace students through the high school graduation requirements as well as keep track of their progress and goals in all of their courses.

## **BENEFITS OF MENTORING**

- Increased student confidence and self-esteem
- Stronger links between teachers and students
- Improved attitudes
- Enhanced academic achievement and motivation
- Improved social skills and behavior
- Increased motivation and release of control for students
- An individualized personal education plan to fit the needs of each student

## **WHEN IS MENTORING?**

Each mentor will have an advisory period at the beginning of the day. All mentees are expected to check-in with their mentor teacher during the advisory period every morning. Mentors will give one-on-one support to their mentees on a consistent basis during the advisory period (Or other pre-determined time). All mentees will be enrolled into an advisory class where there will be weekly assignments that include topics such as pacing, organization skills, and progress reports. Students receive a pass/fail advisory credit that counts as an elective if they meet with their mentor on a consistent basis and complete the required advisory assignments.

Most teachers use one of the two options to keep track of mentor meetings:

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- A mentor sign-up sheet on their desk with available times for students to sign-up.
- An account on Calendly where students can sign-up for mentor meetings online.

## **KEYS TO MENTORING**

- 1. Establish a meaningful relationship with the student**
  - Get to know the student, not just academically, but personally and socially as well. Each student has a story to tell.
- 2. Create a Personalized Education Plan (PEP)**
  - Create a high school graduation plan. Include their likes/dislikes, college courses, career classes, pacing, and graduation plan. A PEP are a set of short-term and long-term goals.
- 3. Meet on a continuous basis**
  - Consistent communication is key. Each student will have individual needs so it is important to establish consistent meetings. Depending on the student's individual needs, you will meet with them daily, weekly, or bi-weekly. These meetings can be anywhere from 5-minutes to 30-minutes, when needed.
- 4. Contact parents/guardians on a continuous basis**
  - Contacting parents/guardians is key. It is important to email, make phone calls, and have parent meetings on a consistent basis. Giving positive reinforcement is vital to student success.

## **WHAT DOES A MENTOR MEETING LOOK LIKE?**

The mentor teacher and student will decide when and how often to meet. A mentor and mentee will meet one-on-one at a pre-determined time. In a mentor meeting, the mentor will pull up the students' progress in their courses. Grade Guardian on Canvas is a great way to have an overall snapshot of the students' progress in all of their courses. The mentor teacher will help make weekly goals, track student progress, add/drop courses if needed, and help keep track of their credit acquisition and overall graduation status. A mentor teacher is an adult in the building that can help support the student in their academic, social, emotional, and other needs. A mentor and mentee can write down weekly goals and track the progress. It is important to ask how the student is doing on a personal level.

## **MENTEE EXPECTATIONS**

- Meet with mentor teach on a consistent basis. Set up a time with your mentor teachers that work with your schedule.
- Come prepared to review your academic and learning goals.
- Complete the weekly assignments and activities.
- Come to “advisory” class each morning between 7:45AM to 9:15AM to check-in.
- Earn 1.50 – 2.0 credits each term (approximately .25 credits a week).
- Complete at least 4-5 assignments/quizzes/projects a day.
- Ask subject teachers for credit slip and return slip to mentor when a course is completed.

## **MENTOR EXPECTATIONS**

- 1. Build a trusted, meaningful relationship with the student.**
  - Get to know them academically, socially, and personally
  - Listen to the student's needs
  - Show an interest in their lives outside of school
  - Treat students with respect
  - Protect the student's self-esteem
  - Be positive and accepting
- 2. Create a Personalized Education Plan (PEP)**
  - Create short and long-term goals
  - Establish a pace, goals, follow-up and accountability
  - Interests in college, career classes, life's ambitions, etc.
- 3. Meet on a continuous basis**
  - Consistent communication is key
  - Establish a way of contact with student and parent
  - Document student progress, grade completion, and credits
- 4. Shared accountability**
  - Student – attend mentor meetings, set goals, achieve goals
    - Meet with mentor at least 70% of the time
    - Set weekly goals
    - Ask subject teachers for credit slip and return slip to mentor when a course is completed
  - Mentor – consult and advise
    - Create a long-term goal (yearly, semester)
    - Create short-term goals (weekly, daily)
- 5. Contact parents/guardians on a consistent basis**

- Emails, phone calls, parent meetings
- Give positive reinforcement!
- Document times that you contact with parents/guardians

#### 6. **Collaborate with faculty**

- Work with colleagues to help address student needs
- Work with administration

### **MENTOR DOCUMENTS**

There are a variety of documents that can be used to successfully mentor students. Each mentor has the flexibility to use whatever template they find most useful within a mentor meeting. Each mentor document will need to include the following:

- Disclosure
- Attendance (keep track on Canvas)
- Weekly goals
- Long-term and short-term goals
- Track progress and pace
- Master mentor template (include mentor summary, progress, parent contact, and total credits). There are teachers who use Google Drive or One Drive to keep track of this information.

Mentor teachers are similar to mini-counselors. They are in charge of making sure their mentees are finishing all of the courses on pace. Mentors are responsible for adding students into a course. It is imperative that mentor teachers understand the graduation requirements and that they are pacing students correctly and communicating with students and parents to monitor progress.

All mentor teachers will have an advisory course on Canvas where all of their mentee's will be enrolled in. You can put assignments in there, track attendance, and send announcements through Canvas. There is also a Grade Guardian feature on Canvas that is helpful to track student progress.

### **CAN STUDENTS CHANGE THEIR MENTOR?**

If a mentor and student fail to work together congruently and successfully then they do have the option of switching mentor. In order to switch mentors, the student will need to go to the school counselor and/or the principal with their parent/guardian to

address the concerns they may have with their current mentor. The school counselor has the ability to make a mentor switch under approval of the principal, student, parent, and the previous and new mentor teacher.

Keep in mind that different mentee's have personalities that may conflict with their mentor teacher. The goal is to make sure the mentor and mentee have a solid relationship that helps the mentee be successful in reaching their goals and graduating high school.

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## **Graduation**

On graduation day, the mentor teacher is the one who has the honor of giving their mentee their high school diploma.