

MENTOR GUIDELINES

1. Attend regularly and be on time. Your students will be expecting you!
2. If you are unable to attend your scheduled time, please contact the school as soon as possible.
3. Keep all promises. It is better not to make a promise and surprise a child, than not to keep a promise.

Requirements and Regulations

1. *SIGN IN:* Volunteers sign in at the front office.
2. *IDENTIFICATION:* Driver's license or district identification will be required when you sign-in.
3. *DRESS CODE:* Please follow the guidelines established for the students dress while on campus.
4. *RESTROOMS:* Use the faculty rest rooms.
5. *SMOKING:* Barbers Hill ISD does not permit smoking on school grounds.
6. *CONFIDENTIALITY:* This is mandatory. There may be times you will hear things about the student and his/her family. This information should not be discussed with friends, family, or even fellow volunteers.
7. *STUDENT'S RIGHT TO PRIVACY:* Be respectful of the student's

belongings. If items are needed from a student's backpack or purse, please let the student retrieve it.

8. *DISTURBING OTHER CLASSES:* When you are in the building please do not disturb any classrooms. Keep your visit limited to the area/classroom from which you are volunteering. If you want to visit another student or your own child please make arrangements in the front office.

SUGGESTIONS

1. *SHOW YOU CARE, BUT:* Be prudent and professional in any physical contact or public display with students.
2. *BE VERY PATIENT AND SENSITIVE:* Remember students can learn from their errors. Encourage them to see mistakes as a learning experience rather than failure.
3. *WATCH WHAT YOU SAY AND DO:* Students are very impressionable.
4. *EMBRACE THE POWER OF ROLE MODELING:* As a role model, you set an example that can help students improve their attitude toward education and develop an enthusiasm for learning.

MENTOR GUIDELINES FOR STUDENT MANAGEMENT

1. SET CLEAR EXPECTATIONS FOR BEHAVIOR.
2. ENCOURAGE THE STUDENTS TO IMPROVE THE QUALITY OF THEIR WORK.
3. BE FIRM BUT FAIR.
4. BE CONSISTENT.
5. GIVE LOTS OF PRAISE, SUGGESTIONS OF WAYS TO SAY GOOD FOR YOU!"(EXCELLENT*TERRIFIC*GOOD THINKING*THAT WAS A GOOD TRY*GOOD WORK*I LIKE THE WAY YOU DID THAT*KEEP UP THE GOOD WORK)

IF A BEHAVIOR PROBLEM ARISES, PLEASE CONTACT THE MENTOR COORDINATOR OR A CAMPUS ADMINISTRATOR. YOU DO NOT NEED TO DISCIPLINE THE CHILD YOURSELF, SCHOOL PERSONNEL WILL ADDRESS THE ISSUE.