

Mrs. Pritchard's Rules and Policy Statement for Freshman Mentors

- Room number: 129 •School phone number: 768-7010 •E-mail: lpritchard@alpine.k12.ut.us
- Class Website: <http://www.mrspritchard.com> •School Website: <http://lehjr.alpinedistrict.org>

Description:

The Freshman Mentor Academy was established as a tool to help students in pre-algebra understand and solidify important math concepts. Peers can have a powerful effect in the classroom; acting as examples through modeling, explaining concepts in multiple ways and helping fellow students gain confidence in their education. Mentors will be leaders in the classroom and will have the opportunity to teach, help students stay organized help students gain important communication skills.

Materials:

1. 3-ring binder, loose-leaf notebook paper, and 4 dividers, marked and put in the following order: Mentors, schedules, notes, journal.
2. Pencils

Grading Procedure:

In class participation: 50%

Journal: 30%

Project: 20%

Grading Scale: *(Use Power School to check your students' grades during the school year)*

A	93-100%	B-	79-82%	D+	60-65%
A-	90-92%	C+	75-78%	D	55-59%
B+	87-89%	C	71-74%	D-	50-54%
B	83-86%	C-	66-70%	F	0-49%

Classroom Rules and Expectations:

- Respect students you are helping
- Come prepared for class and be on time;
- Use appropriate language;
- Model desired classroom behavior; take notes, listen to the teacher...
- Help students

Consequences:

1. Verbal warning
2. 1-1 meeting with the teacher
3. Parent contact
4. Meeting with Mr. Holmstead and Mr. Nielson

Cell Phones, iPods, etc... *(I will enforce the schools policy)*

Remember you are an example; put them away or I will take them away☺

Citizenship Grade: Students' citizenship grade will be determined by: attitude, attendance, being on time, modeling good behavior and using class time wisely.

Tardy Policy: *(will follow the school attendance policy)*

- 1st unexcused tardy; student will receive a warning;
- 2nd unexcused tardy; meeting with Mrs. Pritchard after school;
- 3rd unexcused tardy; Meeting with Mr. Holmstead and Mr. Nielson

*Excessive tardies will not be tolerated by mentors

Tardies cause a disruption in class and also being tardy is a poor example for the other students. Please do your best to always be here and on time; excused tardies should be avoided as well

Truancy Policy: Sluffing class will not be tolerated by mentors!

Class Attendance:

- Class attendance is very important in order in maintaining a solid relationship with the students you are helping; I realize there will be times that you will need to miss class, but please keep this class a priority (along with all others).

Tutoring Groups:

Mentors will be assigned to a group of 4 students; groups will be changed at the start of term 4. If issues arise we can make changes; please communicate with me at the start of any problems so they can be resolved quickly. The students will sit in clusters of 4 and the mentor will sit by their “cluster”; they will help with homework questions, lesson examples, review, teaching and model good learning behavior.

Assessments: Mentors will be required to keep a class journal where they will record: suggestions/ideas, what went well and what did not go well; this journal will help in recording their weekly journal through our class website. There will also be a class project where each mentor will watch a movie that has a peer/mentor relationship and write a 1-2 page paper about the influence the mentor had on the peer and how you can apply this to the classroom.

Daily Class Points:

Mentors will be assessed on their participation in class; which is worth 30 points every class. You will lose points for not sitting by your group, for socializing with the students or other mentors during class work time, for reading or doing homework for another class, or anything else that isn't appropriate. You receive full points for modeling good learning/classroom habits, helping students, cooperating with me, staying engaged and having good attitudes.

Notes: Mentors are required to take notes with the exception of when they are helping students. The purpose is to model note taking and also to have notes that students can copy if absent.

Class Website: Announcements, assignments, important dates and lesson notes can be found on our class website (www.mrspritchard.com). This is a brand new site so please be patient as I continue to update it and add information to help you stay on top of your student's education.

Communication: I encourage the mentors to communicate with me in person, through e-mails, or phone calls; if they have any concerns, questions, suggestions or frustrations I want them to let me know. Please encourage them to do so; I want this to be a successful class, their input will be very valuable! Mr. Holmstead and Mr. Nielson also have an open door policy with the mentors; you may address concerns with them as well.

If you have any questions or concerns please feel free to contact me at anytime throughout the year; I respond quickly to e-mails and this is generally the easiest way to communicate with me, but if you need to call that is great as well!

***Thank-you for being apart of this great effort!
Mrs. Pritchard***