

Program Expectations: How the Patriot Pairs Mentoring Program Works (Program Logistics)

What the Patriot Pairs Mentoring Program Takes Care Of:

- Wednesday Morning Advisory Classes: This year we have freshmen, sophomore, junior and senior mentees. All mentees qualify for the federal free and reduced lunch program and do not have a parent who attended an American four-year college. Some mentees have parents who speak no English. Freshman and sophomore students are placed in separate freshmen and sophomore first period Advisory Classes. Wednesdays and Thursdays are block days at GW. On Wednesday, first period runs from 7:30am-9:00am. Thursday is a late start day and there is no first period on Thursdays. Mentors meet with freshmen and sophomore mentees on Wednesdays so that they will have time to pick students up from class, walk to a place in the school to work together, and have at least an hour of work time. A map of the school showing some places that you may want to go with your mentee is included behind the Patriot Pairs Info tab. Please let your mentee and his or her Advisory teacher know if you cannot be present on a Wednesday. If you are going to miss a Wednesday, we encourage you to try to arrange for your mentee to spend the mentoring time with another mentor and mentee.
- Freshmen mentees will be in a first period Freshmen Advisory class that will be taught by teacher and librarian Michelle Jensen. Class will be held in the Instructional Lab off of the school library. On Wednesday mornings, mentors will pick up their mentees in the library. If you need to contact Ms. Jensen, her email address is michelle_jensen@dpsk12.org.
- Sophomore mentees will be in a first period Advisory Class in room 312 and Shawn Jackson, a new math teacher, will be their teacher. If you need to reach Mr. Jackson, his email address is shawn_jackson@dpsk12.org.
- Assistance with Denver Public Schools Fingerprint Background Check Process. If you would like to go through DPS's Fingerprint Background check process, you can take your mentee off campus during school hours. Many mentors and mentees like to go to the Starbucks on Leetsdale (there is a shortcut behind the school) to meet. Also, some mentors take their mentees on college visits. DPS has automated the fingerprint background process and it is now a bit complicated. We will give DPS your contact information and you will receive an email that looks like it is asking you to apply for a job with Denver Public Schools. You will need to apply under the category of *Volunteer-Mentor (Non CTE)* and complete the application. A guide explaining how to complete this process, screen by screen, is included in this notebook under the "Patriot Pairs Info" tab. You will also receive an email from Caren Press with a copy of this guide when we submit your information to DPS. After you complete this process, you will receive an email giving you instructions on how to give your fingerprints.
- Patriot Pairs Weekly E-Mails. We will send information to mentors regularly (probably weekly) via email with regard to activities, events, certain GW news, and other information that you and/or your mentee may be interested in. These emails contain important information that we are counting on you to pass on to your mentee each week. We don't communicate regularly with the mentees, we count on you for that.

Please make sure to discuss all applicable information from the emails with your mentee. We don't want your mentee to miss out on any opportunities.

- GW Weekly E-Mails. GW sends out weekly emails to the whole school community that are full of useful information. To sign up to receive the GW weekly emails, sign up on the first page of GW's web site at <http://gwhs.dpsk12.org/join-our-mailing-list/>
- Patriot Pairs Website. We will list announcements and other important information on the Mentor Resources tab of the Patriot Pairs Mentoring Program website (<http://patriotpairs.weebly.com/>) under Patriot Pairs Participant Information. The website is the best way to have up-to-date information. Caren is updating it constantly. There are many changes going on at the school right now and pretty much everything is changing. Please check the website regularly!
- Mentor Training and Support Meetings. This year Jay Clapper is taking charge of the mentor training and support sessions that will be offered each month throughout the year. For the most part, they will be held on the second Tuesday of each month from 7:00-8:30 pm. A list of the tentative dates and topics is included in this notebook behind the Patriot Pairs Info tab. We will also be scheduling special training regarding the college selection and application process and financial aid for mentors of seniors. Stay tuned!
- Mentee Technology. The technological divide is real and low income GW students need to be able to learn and compete on a level playing field with their more affluent peers. For this reason, the Patriot Pairs Mentoring Program is working hard to ensure that our mentees have the technology that they need to be successful students.
 - Computers. We have made arrangements with a wonderful not-for-profit, Tech For All, to provide free reconditioned computers to all mentees for use at home. Students will need to make appointments with Tech For All to pick up the computers and receive training about them on a Saturday. Rose Keating, the founder of Tech For All, will be at our Patriot Pairs Kickoff BBQ hosted by Brothers BBQ on Tuesday, August 28. The BBQ will be in the GW lunchroom beginning at 6:00 pm. Tech For All also will give free computers to mentee family members so that everyone in the family has a computer to use. Tech For All provides service for all computers that they provide.
 - High Speed Internet Access. Comcast offers high speed internet service for \$10.00 per month for all students who qualify for the federal free and reduced lunch program. If your student needs internet access at home, please contact Caren. She may be able to obtain some gift cards providing free access for some period of time.
 - Graphing Calculators. Graphing calculators are essential for high school math. While GW has graphing calculators available for all students to use in class, this is not enough and low income students who cannot afford a graphing calculator for use at home are at an educational disadvantage. The more students use graphing calculators, the more comfortable they become with them and the mathematical concepts that graphing calculators help teach. Students need graphing calculators at home to do their homework. Most importantly, certain important tests, such as AP tests, the PSAT and the SAT only allow students to use graphing calculators. Students who have a lot of practice using graphing calculators do better. Because of a generous grant from the Friends of Nate Foundation, we will be able to provide free

new TI83 graphing calculator to each freshman mentee this year. The Patriot Pairs Mentoring Program is going to pay for free new TI83 graphing calculator for all new mentees who don't have one.

- Enrichment Outings. If there is interest, we will organize mentor-mentee trips to the theater, Rockies games or other events to enhance education through cultural experiences. We also hope to make opportunities available for our students from time to time as incentives for good attendance and for turning in their work. If you have ideas, or if you are willing to organize an outing, please let Caren know.
- Ask For Help. Caren Press, the volunteer director of the program, is happy to talk to you any time about any questions, concerns, happy events, problematic events or other things you would like to talk about in connection with the program or your mentee. Feel free to call her at 303-520-5432 or email her at carenpress@gmail.com. All of the other members of the Patriot Pairs Mentoring Program Operating Committee also are willing and able to answer questions that you may have.

What We Expect from the Mentors:

- If your mentee is a freshman or a sophomore, you will meet with your mentee on a weekly basis during the first period Advisory class. Because of the block schedule and teacher planning, it is important to meet with your student on Wednesdays. If you are unable to meet with your mentee one week, see if you can arrange for your mentee to spend the mentoring period with another mentor and mentee. Please tell your mentee in advance if you have to miss a Wednesday meeting date or if you will be late. Mentee's feelings get hurt when they do not know that their mentor will not be there or will be late.
- If your mentee is a junior or senior, you and your mentee will work out when to meet. If it works for both of you, you can meet at the weekly Friday pizza lunch in the Instructional Lab off of the library. Lunch on Fridays is from 11:10-11:55 unless the school is on a rally schedule. We'll inform you of rally schedule days in our weekly email.
- Please review your mentee's Infinite Campus account with your mentee on a weekly basis and discuss his or her academic progress, his or her attendance, and whether he or she is turning in assignments on time. Computers are available in the library. If you would like to use your own tablet or laptop, wireless internet instructions are included behind the GW Info tab.
- Please offer guidance to your mentee by talking through assignments and concerns, monitoring academic performance and attendance, helping with organizing homework to meet assignment deadlines, completing assignments, and helping to arrange any additional academic help.
- Please contact and introduce yourself to your mentee's family/guardian and teachers.
- All teachers have been directed to respond to voicemails and emails within 24 hours. Email is a much better form of communication than telephone calls and voicemail at GW High School. If you are having trouble contacting one of your mentee's teachers, or if you are concerned about the level of education or any other issue in one of your mentee's classes, please contact Caren.

- Please encourage your mentee to participate in school or other wholesome extracurricular activities. A list of school clubs and activities, as well as information about GW athletics, can be found on the GW website
- Please encourage your mentee to maintain good attendance and grades, and encourage your mentee to use program and school resources for help if needed. This year, GW is having “Teacher Office Hours” on Wednesdays and Thursdays from 2:30-3:15. All teachers should be available in their classrooms during that time to give students individual help, offer makeup tests, etc. Please encourage your students to use this time to get their questions answered or to have things explained that they do not understand. If a student feels that his or her teacher is not the best person to provide help, he or she can go to any other teacher for help during “Office Hours.”
- Please model advocacy with teachers, counselors and others so that your mentee will learn how to advocate for himself or herself. Most teachers will negotiate with students regarding work that is turned in late or poor tests scores. Please teach your student how to do this.
- Please read and respond to Caren Press’s emails AND share or gather the required information from your mentee. We are counting on you to be the communication mechanism between our program and your mentee. The emails are full of information about opportunities for students, and we do not want your mentee to miss anything.
- Please attend as many mentor trainings as possible throughout the year. These meetings will give you important information about resources available at GW, how to work with teenagers, etc. It also will be helpful for you to share your experiences with other mentors, and hear from other mentors about what is going on with them.
- Please establish expectations for your relationship with your mentee. • How you will communicate, phone, text, email, etc. • When is it necessary to communicate, e.g., either of you will not be at the weekly meeting. • When you will seek help from parents, administrators, etc. • Set boundaries with your mentee, e.g., how you are and are not willing to help, for example asking for money, etc.

What We Expect from the Mentees:

Your mentee and his or her parent or guardian has signed a Participation Agreement, which Caren will send you a copy of, pledging that your mentee will:

- Try to notify you in advance if he or she cannot attend a mentoring session
- Try to attend all classes, be on time and turn in all assignments
- Talk to you about school concerns including classes, homework and teacher problems

Of course, our mentees are teenagers, and teenagers are never responsible 100% of the time. You cannot expect your mentee to be perfect. You should expect him or her to try, however, and to improve in any weak areas over the course of the year. If you have issues with frequent absenteeism by your mentee for your weekly meetings, if you have a personality issue or concern, and/or if you have any challenges or questions with regard to the program or your mentee, please contact Caren as soon as possible so that she can assist or remedy the situation before too much time passes.

This year we are implementing an annual Mentee/Mentor Refresher Of Program Commitments document that we are asking continuing mentors and mentees to sign, reminding them of their commitments to each other and the program. You can find a copy of this document behind the Patriot Pairs Info tab.