**Parkland High School**

Senior Academy – School Procedures for Mentors

Thank you for serving as a *Senior Academy* mentor at Parkland High School. To make your visits to the school easier, please look over these volunteer procedures. The steps below will help you become better acclimated to visiting the school and your student. These procedures also help our school uphold the district’s policy of identifying and keeping track of visitors who enter the school.

1. Upon entering the campus, visitor parking is located in the front of the school. If visitors parking is full, you may park in any empty space.
2. Enter the building at the Main Entrance and sign in with IDENT A KID in the Main Office. Upon each visit you will need to **sign in as a volunteer using the IDENT A KID**– The Counseling Office is located down the hall and turn left past the cafeteria. There will be several areas designated for mentors and students to meet.
3. Our Administrative Assistant, Mrs. Sua will be the primary contact. Please contact her should you need to cancel your visit or change to another day.

 **rysua@wsfcs.k12.nc.us/336-771-4700**

1. Please always wear your name tag when you are in the building. Name tags are provided upon check in by IDENT A KID.
2. A folder with your student’s *Graduation and Career Plan* will be located in the Counseling Office Waiting Area. Weekly attendance and progress reports will be placed in the student’s folder for use in monitoring student’s progress. You will use this information to determine when your student has earned incentives over the course of the school year.
3. The Graduation and Career Plan folder, as well as any reports containing information about students, will need to remain in the Counseling Office.

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| **Parkland Regular Bell Schedule** |
| **1st Period** | **9:05 – 10:35** |
| **2nd Period** | **10:40 – 12:10** |
| **3rd Period** | **(1st Lunch 12:10 – 12:30)****Class 12:30 – 2:15** |
|  | **(2nd Lunch 12:35 – 1:00)****Class 12:15-12:35; 1:05 – 2:15** |
|  | **(3rd Lunch 1:05 – 1:25)****Class 12:15 -1:05; 1:30 – 2:15** |
|  | **(4th Lunch 1:30 – 1:50)****Class 12:15 – 1:30; 1:55 – 2:15** |
|  | **(5th Lunch 1:55 – 2:15)****Class 12:30 – 1:55** |
| **4th Period** | **2:20 – 3:50** |