

# **Glenn High School**

## **Senior Academy School Procedures for Mentors**

Thank you for serving as a Senior Academy mentor at Glenn High School. 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 off Union Cross Road, visitor parking is available in the parking lot. If all visitor parking is taken, you may park in any empty space.

2. Enter the building at the entrance located off Union Cross Road and sign in with IDENT A KID in the Main Office. Upon each visit you will need to sign in as a volunteer. Student Service is now located at the opposite end of the school. All visitors and volunteers MUST sign into the Main Office and proceed to Student Services.

There will be several areas designated for mentors and students to meet (Auxiliary and/or Media Center).

3. Please contact the Student Services office should you need to cancel your visit. The clerk will notify your student.

4. You must wear your name tag at all times when you are in the building. Name tags are provided upon check in by IDENT A KID.

5. A folder with your student's Graduation and Career Plan will be located in the Main 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.

The Graduation and Career Plan folder, as well as any reports containing information about students, will need to remain in the Counseling Office.

After each visit, please log your visit and make a note about what you discussed at the session with your student in the contact log section of the Graduation and Career Plan folder. This will give you a starting point for your next visit.

### **BELL SCHEDULE**

1st Period 8:55 - 10:25

2nd Period 10:30 - 12:00

3rd Period 12:05 - 2:05

4<sup>th</sup> Period-2:10-3:40

### **Lunch Schedules**

a. 1st lunch 12:05 – 12:30

b. 2nd lunch 12:35 – 1:00

c. 3rd lunch 1:05 – 1:30

d. 4<sup>th</sup> lunch 1:40-2:05