



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

(863) 534-0500 • SUNCOM 515-1321

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GENERAL COUNSEL

ADMINISTRATION
GAIL F. MCKINZIE, PH. D.
SUPERINTENDENT OF SCHOOLS

TO: All Principals

FROM: Gail F. McKinzie, Ph. D.
Superintendent

RE: Release Time for School Based Employees

The School Board supports a **release time policy** that **allows school based employees to mentor or tutor students at their school during lunch time, planning time, before school or after school.** Participation must be approved by the principal and hours count towards the school's Golden School status.

Release time must be used to mentor or tutor students. It must not interfere with the completion of your assigned duties or generate the need for overtime hours.

Instructional staff can earn 30 inservice points for recertification as mentors and tutors by submitting the Student Referral & Assessment form to the Community Involvement Office by May 1 of each school year. The submitted form requires the principal's signature.

School Board employees are automatically approved to volunteer at any school in the district at any time. Employees need to fill an application on line at <http://www.polk-fl.net/community/volunteers/default.htm>.

Call Margaret Anne Wheeler at 534 0636 or 51450 to make arrangements.

Volunteers In Polk Schools



Release Time for Mentors

Procedures

- Complete online volunteer application at <http://www.polk-fl.net/community/volunteers/default.htm>.
- All students must have current parent permission form.
- Complete referral section of Referral and Assessment Form and submit to mentor coordinator.
- Log in mentor hours on computer or sign in sheets.
- Complete Assessment portion of Referral and Assessment Form and submit to Margaret Anne Wheeler, Community Involvement, Route E. by May 1.

Mentoring Program Models

Traditional mentoring

Mentors meet once a week for 30-50 minutes.

Engage in conversation to resolve conflict and problem solve.

Check on behavior and academic status.

Read books, play games.

Daily mentoring

Requires contact with student at beginning and end of each day to ask:

- A.M:
- Did student: do homework?
 - Get to bed on time?
 - Eat breakfast?
 - Have anything unusual happen the night before?
 - Do they have everything they need for their day?

- P.M:
- Any problems today?
 - How did they do in class/on tests?
 - What homework does the student have?
 - Do they have everything they need to do homework?

Responsibilities

- Mentor at least 30 hours with student or maintain daily contact throughout year.
- Act as advocate for behavior and academic issues.
- Report suspicions about abuse, neglect or concerns.
- Ensure kids have tools to be successful.
- Communicate high expectations for student behavior and academics.
- Submit Referral and Assessment form to the mentor coordinator.

Volunteers In Polk Schools



School Based Release Time Student Referral & Assessment Form

Teacher _____ Sap ID# _____

Student Name: _____ Grade: _____ ID # _____

School: _____ Referred by: _____
(teacher/staff person)

ASSETS		REFERRAL Date: _____	ASSESSMENT Date: _____		
		The student is being referred for assistance in the following areas. (check all that apply)	Indicate the degree of improvement in referred areas.		
CONFIDENCE			None	Some	Good
1.	Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Expresses feelings appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Makes decisions effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Outside interests or hobbies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Personal hygiene, appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Future career & educational choices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Uses community resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPETENCE					
8.	Uses school resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Attitude toward school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	School preparedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Classroom participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Classroom behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Resists negative behavior appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARING					
15.	Trusts others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Respects other cultures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Family relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Peer relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Relationships with other adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Provides service to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mentor Day: M T W Th F Time: before school after school planning time lunch

Principal Signature: _____

Keep in student's cumulative folder with parent permission letter.

Submit to Community Involvement Office, Route E by May 1, 2009 for inservice points.