

**FMHS Tutor Mentor/Host Mentor Program  
Student - Site Teacher - Program Coordinator  
Contract**

**Student Tutor or Host Mentor Responsibilities:**

1. This contract **must** be turned into the Counseling Office, with all signatures, by the **end of the first week** of the Quarter/ semester, or class will be dropped from your schedule.
2. You are expected to work at least one quarter (9wks) or one semester (18wks) with your assigned class and/or teacher. **Attendance forms are available to be picked up in the FMHS Counseling Office. You must turn in attendance forms to the FMHS Counseling secretary every two weeks. You also need to sign in at the mentor school each day. Attendance will impact the grade for this class.**
3. You are expected to meet with your site teacher within the **first week of the quarter/semester** to review the Tutor Mentor evaluation form and discuss the teacher's expectations.
4. You are expected to be on time to your assigned school. If you will be late or absent you must call the school you are working in to let the site teacher know the situation.
5. **You must keep all conversations about students confidential, even with your family.**
6. **You must write a one-page paper about your experience and submit it to Mrs. Mudd and at the end of the term.**
7. **You must have your site teacher fill out a teacher evaluation form and submit it to Mrs. Mudd at the end of the term.**
- \* **You may elect to take this class for volunteer hours. One quarter or one semester equals 60 hours of volunteer time. The reflection paper and site teacher evaluation are still required.**

**NO PAPER OR TEACHER EVALUATION FORM = AN "F" ON YOUR TRANSCRIPT!**

**Site Teacher Responsibilities:**

1. Please meet with your Tutor or Host Mentor and review your expectations.
  2. Help your Tutor or Host Mentor choose one or two children to work with along with working with the entire class when needed.
  3. Fill out and return a Tutor or Host Mentor evaluation form to Catharine Mudd at the end of the term.
  4. **Site teacher and/or building supervisor are responsible for checking accuracy of student's attendances.**
- Students will need to turn in the FMHS Tutor Mentor attendance form every two weeks to an FMHS Counseling secretary. Signing in at each school is important to the host school, so they are aware of who is in their building.

**PLEASE PRINT CLEARLY ALL OF THE FOLLOWING INFORMATION**

\_\_\_\_\_  
Your Name                      PLEASE PRINT

\_\_\_\_\_  
Your Email

\_\_\_\_\_  
Mentor Teacher (permission) PLEASE PRINT

\_\_\_\_\_  
Mentor School Counselor (permission) PLEASE PRINT

\_\_\_\_\_  
School at which you are volunteering

\_\_\_\_\_  
FMHS Counselor Mrs. Mudd's permission

**Parent Permission:**

I give permission for my child, \_\_\_\_\_, to participate in the FMHS Tutor or Host Mentor Program.

\_\_\_\_\_ I understand that my child will be driving to and from the school to which they are assigned.

\_\_\_\_\_ I give my child permission to drive to their assigned school, with the following student \_\_\_\_\_.  
(please print name)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

(Circle appropriate term)

Quarter     1   2   3   4  
Semester    1   2

Period 1-2   3-4   5-6   7-8  
Period 1   2   3   4   5   6   7   8

\_\_\_\_\_  
FMHS Counselor signature

\_\_\_\_\_  
Date entered on student schedule

Tutor and Host Mentor Program Supervisor: Catharine Mudd, FMHS Counseling 254-6702