

# PKOM Time Sheet

**Mentor Name:** \_\_\_\_\_

**Class of:** \_\_\_\_\_

**Freshman ANP:** \_\_\_\_\_

Date	Time In	Time Out	Total Min.	Activity (Must be specific) Only log PKOM activities here!!!	Verifying signature of adult in charge *	Comments **
TAP 8/18				First day of school drop ins if you can		
TAP 8/20				Lesson 1 : Your Planner		
TAP 8 / 24				Lesson 2: Study Skills and Personal Study Plan Lesson 3: Volunteering		
TAP 9/10				Lesson 4: DECA Freshmen Welcome Seminar Survey to deliver to Mrs. Spitznagel (if you are in the show, have Spitz sign -->)		

**DUE TO WHEATLEY ROOM 332 BY SEPTEMBER 30.**

Teacher signature indicates that the mentor has done an acceptable job in the mentoring session. If the job was unacceptable, teacher should leave a comment instead of signing off. If there are any other problems please contact Mrs. Wheatley, PKOM sponsor. Thanks!

**UNACCEPTABLE:** not prepared, negative, working in large groups, no participation at all.

## *Adult Evaluation of Student Applying to be a Panther Kick-Off Mentor*

Student \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

The above student is applying to be a Panther Kick-Off Mentor (PKOM). A very important part of this application process is your evaluation of this student. In order to make the program better, I need to have **good, responsible** kids. Please be assured that this evaluation will be confidential; neither the student nor parents will have access to this form.

After completion, please return this form to **Mrs. Wheatley's mailbox**. We must have this form no later than **April 16th**.

Thank you for your assistance.

-----

	WORST			BEST	
Ability to make TAP lessons interesting	1	2	3	4	5
Creative, energetic and enthusiastic	1	2	3	4	5
Ability to work with others	1	2	3	4	5
<b>Involved, but not over-extended</b>	1	2	3	4	5
Confident	1	2	3	4	5
Respect for diversity	1	2	3	4	5
Motivator, <b>will push freshmen</b> to attain good grades	1	2	3	4	5
<b>Responsible</b> , completes tasks in a timely manner	1	2	3	4	5
Takes initiative to ask questions when needed	1	2	3	4	5
Shows concern for others	1	2	3	4	5

**TOTAL SCORE :** \_\_\_\_\_

Any added comments, written or verbal, would be greatly appreciated. You may write below or on the back of this sheet.

If mailing, please send to:

Mehlville High School  
c/o Mrs. Kristin Wheatley  
3200 Lemay Ferry  
St. Louis, MO 63125

# Class of 2014 Orientation

## August 11, 2010

### HALL SWEEPS

“Start on Time – Sweeping Toward Success”  
Teachers and Students Together Make Education Happen!

- Reasons for Sweeps
  - Improve the learning climate
  - Promote positive behavior
  - Reduce tardiness during school
  - Improve use of instructional time
- Overview of program
  - Everyone plays a role, every block
  - Class will start immediately with the bell
  - Tardy students will complete a letter that goes home

### Sequence of Consequences of Tardiness

<b>1<sup>st</sup> Tardy</b>	Student writes a note. Warning and documentation.
<b>2<sup>nd</sup> Tardy</b>	Student writes a note. Warning and documentation.
<b>3<sup>rd</sup> Tardy</b>	Student writes a note. Warning and documentation. (notes sent home)
<b>4<sup>th</sup> Tardy</b>	Student writes a note. Warning and documentation.
<b>5<sup>th</sup> Tardy</b>	Student writes a note. Warning and documentation. <b>Student is assigned a detention by office.</b> (notes sent home)
<b>6<sup>th</sup> Tardy</b>	Student writes a note. Student is <b>assigned a detention</b> by assistant principal and parents contacted.
<b>7<sup>th</sup> Tardy</b>	Student writes a note. Student is <b>assigned a detention</b> by assistant principal and parents contacted.
<b>8<sup>th</sup> Tardy</b>	Student writes a note. Student is <b>assigned a detention</b> by assistant principal. Student's parents are required to come in for <b>conference</b> . (notes sent home)
<b>9<sup>th</sup> Tardy</b>	Student writes a note. Student is <b>assigned to 1 day of in-school suspension.</b>

### ATTENDANCE

If a student has six absences in a class, an “NC” or “No credit” will appear on the semester report card. There is an appeals process in place at MHS. We take attendance very seriously and appeals require extensive documentation. If you have any questions about the appeals process, please contact your child's grade level principal.

Also, a parent/guardian must **call the office the day of the absence** and speak with the attendance secretary or one of the other secretaries and provide a reason for the absence. If a call cannot be made, the parent must provide a note the **next day** with a phone number where they can be reached to verify the information. This note must be given to the attendance secretary.

## EARLY DISMISSAL

A parent/guardian must call the office prior to the student being dismissed from school. At that time the attendance secretary will give a notice for early dismissal to the student. The student must sign out immediately prior to leaving the building. Student are not to leave the building without permission from the office.

## SNOW DAYS

We have block scheduling at Mehlville High School. This means that we have A Days when periods one through four meet and B Days when periods five through eight meet. Following a snow day classes pick up with the regular class schedule for that date. In other words, if we have a snow day on an A day and come back to school the next day, we would have B day classes. We do not change the schedule.

## THE 8 BLOCK SCHEDULE

The eight block schedule consists of two four period (blocks) days. Each block contains ninety minutes of instruction. As previously stated, we have A days and B days which consist of blocks 1-4 on A days and 5-8 on B days. This extended time allows students to explore their subjects more in depth and increase their ability to take more course throughout their high school career.

## HIGH SCHOOL PHYSICAL EDUCATION

Physical education classes at the high school level are a requirement for graduation. Each student must pass two semesters of physical education. If a student has a medical reason as to why he/she cannot participate in PE, they must provide documentation from a physician. This documentation must be on file in the nurse's office and with the student's counselor.

## LOCKERS AND LOCKS

We strongly suggest that all students obtain a locker from his/her TAP teacher. The cost for a lock is \$5 and can be purchased the first week of school. Students receive a \$2 refund when they return the lock at the end of the school year.

## PRINCIPAL'S CORNER

The Principal's Corner has **Daily Announcements** which are updates during the school year and remain current on a daily basis. To access this information and more, go to [mehlvilleschooldistrict.com](http://mehlvilleschooldistrict.com) and click on "district" and go to school and access Mehlville High School's website.

## THE TEACHERS AS ADVISORS PERIOD – T.A.P

The Teacher Advisory Period was developed as an integral part of our 8 block schedule and our High Schools That Work school improvement plan. The TAP program was designed to promote academic rigor, relevance and relationships. TAP is an academic period designed to offer students the opportunity to extend their academic experiences and further enhance classroom instruction. The teachers' role is to serve as a mentor/advisor by helping students' fully access the academic program through the selection of relevant coursework and the maintenance of academic rigor. Students will be able to earn  $\frac{1}{4}$  credits per year if they complete the entire assigned curriculum and meet the daily TAP expectations. For a student to earn the quarter credit per year, he or she must do the following:

- Come prepared to TAP with all Sustained Silent Reading and study materials.
- Actively participate in SSR.
- Utilize TAP for study and/or assignment completion.
- Follow all TAP procedures.
- Complete all TAP curriculum appropriately

TAP allows for teachers to mentor students during their high school years. Teachers discuss careers and post secondary plans with students according to the student's interests and aptitudes.

## ID CARDS, HATS, CELL PHONES, ELECTRONIC DEVICES, & APPROPRIATE ATTIRE

Security is always an issue. Students MUST have their ID in their possession at all times. Random ID checks will continue. Also, students must show their ID to obtain a hall pass from their teacher at any time during the day. I bet you did not know that hats, cell phones, and electronic devices have much in common! At MHS, they can not be seen or heard during the school day! Hats are removed when students enter the building and are placed in lockers or book bags. Upon entering the building, students must complete their calls and turn their cell phones off. Parents/Guardians if there is an emergency and you need to contact your child, please call the office and someone will help you convey the message to your child. PLEASE DO NOT call or text your students during the school day. Ipods, MP3 players, etc. are to be turned off after the first bell and not visible or audible until after school at 2:05 pm. The first time a hat is worn during the day, it will be confiscated and returned to the student at the end of the day. Phones and electronic devices are grouped together as far as the consequences. A first occurrence the items are kept in the grade level principal's office and returned at the end of the day. Subsequent occurrences require a parent to retrieve the item and discipline is progressive.

**APPROPRIATE ATTIRE** is mandatory. District policy states that "Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student." We greatly appreciate parental assistance on this issue. Please emphasize to your student that this is something we must enforce at school. MHS student dress guidelines are as follows:

Brief clothing with undue exposure of the body is not permitted, i.e., extremely short skirts and shorts, etc. Torso and back must be properly covered with no skin visible below the shoulder blades of the back.

Proper undergarments should be worn but not visible at any time. Midriffs should not be visible during normal activity. Students in violation of the district/building policy will be sent to a principal. First time offenders will be required to change into acceptable clothing. The school will provide a shirt, if necessary, and those shirts will be collected at the end of the day. Additional violations will be dealt with by parent contact, detention, etc...

## LUNCH

Payment for breakfast and lunch is cashes. Please remind your child to have their pin number for their meals the first day and every day there after. Students will deposit their checks with the cashier at breakfast or in one of the deposit boxes located outside the Attendance Office or in the Cafeteria. We have spoken to Mr. Krugman, the Director of Food Service for the Mehlville School District, and he is looking into a "Pay Pal" system which will allow you to make deposits into your child's account electronically.

## ROOM NUMBERS AND ELEVATOR KEYS

The room numbers for our building start with 100 numbers on the bottom floor, 200's on the middle floor, and 300's on the top floor. If a student needs an elevator key, he/she must see an administrator who will ascertain the need and contact the appropriate principal to obtain a key. The key must be returned to the administrator as soon as it is no longer needed. A fee will be assessed for all unreturned elevator keys.

## IMPORTANT PHONE NUMBERS

Mrs. Driscoll, Assistant Principal for the Class of 2014.....	467-6005
Mrs. Woods, Secretary for the Class of 2014.....	467-6015
Mrs. VanDerTuin, Counselor for the Class of 2014.....	467-6107
Mrs. Pope, Attendance Secretary.....	467-6020
Mrs. Waser, School Nurse.....	467-6030
Dr. Swanger, Principal.....	467-6001
Mrs. Nikolaisen, Secretary for Dr. Swanger.....	467-6011



# Mehlville High School

TO: Kick-off Mentors  
FROM: Mrs. Wheatley  
RE: Mentor Contract  
DATE: May 14, 2010

**Congratulations on being selected as a mentor for MHS Panther Kick Off Team!** You should feel honored to have been selected. There were many juniors and seniors who applied for these positions and many teachers who lobbied hard to have you in their TAP class. Through either your application and/or personal knowledge these teachers have expressed confidence in you, you were chosen to assist with the most important transition that our new freshmen will soon be experiencing. You will be one of the first contacts that these students will make with our school. You will be a positive role model. **The very word “mentor” suggests that you will become advisors and guides to these new students.** More will be expected of you in terms of your own behavior and actions. This job requires a lot of responsibility. We trust that you will take this responsibility **VERY** seriously.

The following represent some of the commitments I expect if you are to participate in this program:

- ❖ Attend the mentor training session on **July 27th**. This will be held from 9:00 until 3:00 at Mehlville Senior High; this is a **MANDATORY** meeting for those who wish to be mentors.
- ❖ You will be **required** to call your personal freshmen and invite them to the Kick-Off Orientation and to excite them about the new school year. Names and phone numbers of your freshman will be available at the July training session.
- ❖ Attend a **MANDATORY** preparation session sometime on **August 10<sup>th</sup>**. This is the day before the Kick-Off Freshman Orientation Day. It is important that you are here to set up for the actual orientation. The time is left up to the schedules of your TAP team.
- ❖ Attend the **MANDATORY** Kick-Off Orientation day on **August 11<sup>th</sup>**. You will be asked to report about 6:30 a.m. and will be here until sometime around 2:00 p.m. You are excused from fall sports practices for these times.
- ❖ Meet with “your” freshmen throughout the year during TAP time for lessons and “connections.” There will be specific curriculum that you will be expected to teach with your freshmen. All lessons for the year will be given to you at the July session. It is your responsibility to prepare for each lesson prior to the TAP lesson day, not when you enter the classroom. You will be responsible for tracking your own hours spent mentoring.
- ❖ There will be a scheduled **MANDATORY** meeting for re-training and new material during the beginning of second semester. This date will be announced later.
- ❖ Keep a planner throughout the school year to remember dates!!!

You will be expected to follow all school rules, maintain reasonable grades, and in all ways conduct yourself as an appropriate model for the freshmen. This is a privilege; you will be honored at graduation with a special cord. You can be **fired** from this position, forfeiting cord and college recommendations by not upholding this position.

**Complete and return this form to Mrs. Wheatley room 332 with \$5\* by Wednesday, May 26<sup>th</sup>.**

Mentor name \_\_\_\_\_

I have read and understand all of the Kick-Off Mentor Expectations and Commitments. I agree to abide by all of these. I agree to attend all scheduled meetings unless I have a school related conflict. I will communicate with **Mrs. Wheatley** well in advance if I have any unavoidable conflicts.

I understand that any violation of the Kick-Off Mentor Expectations and Commitments will likely lead to me being removed from this program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please fill out the following, so that summer mailings and contacts throughout the year can be made.

Phone number \_\_\_\_\_ which is this, cell or home?

E-mail address \_\_\_\_\_ **One you check regularly for messages throughout the summer**

Address \_\_\_\_\_ Zip \_\_\_\_\_

ANP Teacher: \_\_\_\_\_ **Are you going to switch into Journalism or Yearbook TAPs next year?**

\* \$5 will cover the cost of your mentor t-shirt and 2 lunches!

I still need t-shirt designs for the mentor shirts and the freshmen shirts and I can't draw. HELP!!!



MENTOR:

PKOM COUNCIL TIME SHEET

DATE	TIME	ACTIVITY	SIGNATURE
06/05/06		Curriculum writing day, plan activities for training day, schedule Kick-off day events	
07/24/06		Set up training day, write curriculum lesson for TAP	
07/25/06		Training day, instructing new mentors on lessons, run thru events for Kick-Off, role playing activities.	
08/08/06		Set up for Kick off day, last minute curriculum changes	
08/09/06		Run Kick off with Freshmen there, help lost students, register new/late comers.	
08/17/06		First day of school, check on mentors with new freshmen first ANP of school	
09/11/06		TAP – Goal setting and academic strengths, check on mentors, sub in when mentors are absent	
09/28/06		Grade Consultation – administrative, collect time sheets from mentors	
10/10/06		TAP – Test taking tips, check on mentors, sub in when mentors are absent	
10/24/06		TAP – Career Planning Mini Course, check on mentors, sub in when mentors are absent	
11/09/06		Grade Consultation – administrative, collect time sheets from mentors	
11/16/06		Dodgeball set up: plan the bracket, gather materials, approve students to play.	
11/20/06		Dodgeball Tournament with freshmen. Ref, run time, determine games, manage the day	
12/12/06		TAP – Final Exam Strategies, check on mentors, sub in when mentors are absent	

## Dear Parents and Members of the Class of 2014:

This is the sixth year that Mehlville High School will be offering “Panther Kick-Off” as a freshman transition experience. This opportunity is open to all incoming freshmen. We believe that it is unquestioned that any freshman participant will have a head start as they enter Mehlville High School. Our research indicates that participants in these types of programs have earned higher grade point averages, been more likely to be involved in extra curricular opportunities, and have had fewer disciplinary situations than those who have not participated. There is no doubt that the experience will be informative and fun. I urge all incoming freshmen to attend “Panther Kick-Off 2010.”

*Denise Swanger*, MHS Principal

Mehlville High School  
C/o Kristin Wheatley  
3200 Lemay Ferry Road  
St. Louis, MO 63125

Address Label goes here

This is your PERSONAL invitation to:  
**Panther KICK-OFF 2010**



# PANTHER KICK-OFF 2010

## What is it?

Panther Kick-Off 2010 is the first step in your orientation to Mehlville High School. It is a one-day program for incoming ninth graders that is led by a staff of Mehlville High School students and teachers.

## What will be accomplished?

- You will receive your schedule and have a chance to find your classes with fewer people in the halls
- You will learn how to get around the Mehlville High School building
- You will be oriented about important issues by upper class students
- You will meet and hear from several teachers and administrators
- You will be made aware of the many activities available at Mehlville High School
- You will meet other incoming freshman coming from other schools
- You will be able to rent a locker for the school year (\$5)
- You will make new friends
- You will have fun

## When and where is it?

Mehlville High School, 3200 Lemay Ferry, Jones Gym

**Wednesday, August 11**

**7:45 a.m. – 1:30 p.m.** (registration begins at 7:30)

**Fall sports and performing arts participants will be excused from practices and rehearsals for this day**

## Fee? \$7.00

For which you receive a T-shirt (adult sizes only), lunch, prizes, and an outstanding program.

## Questions?

Call the MHS Office, 467-6000. Additional specific information will be sent with confirmation, including details on drop-off, parking, lunch and a parent coffee sponsored by the Mother's and Father's Club

Registration—cut along this line and send with \$7 registration fee to:  
Mehlville High School, c/o Panther Kick-Off 2010, 3200 Lemay Ferry Road, St. Louis, MO 63125

---

## Registration Information

To ensure you get your shirt on KICK – OFF Day, please return this form to Mehlville High School **PRIOR TO JULY 1st.** Include your cash or check for \$7 payable to Mehlville High School. Confirmation notices will be sent by August 1<sup>st</sup>. *Those registration forms received after July 1 will get their shirt in the first weeks of school.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Male/Female Phone # \_\_\_\_\_  
Please print legibly

Home street address \_\_\_\_\_ Zip Code \_\_\_\_\_

T-shirt size \_\_\_\_\_ Student's email address \_\_\_\_\_

Parent name \_\_\_\_\_ Day phone number \_\_\_\_\_

**If your child has special circumstances we need to be aware of please indicate on this form or call 314-467-6262 and leave a message for Mrs. Wheatley. Thanks.**

Become a Panther Kick-Off **Patron** and help support on-going freshman activities with an **additional** contribution of:

\$3 \_\_\_\_\_ \$5 \_\_\_\_\_ \$10 \_\_\_\_\_ \$20 \_\_\_\_\_ \$25 \_\_\_\_\_ \$50 \_\_\_\_\_ Other \_\_\_\_\_

# EVALUATION: PANTHER KICK-OFF 2010

Mentors:

Have all kids put their heads down. Ask them to raise their hand if they agree with the statements you will read. Count number of yes/no's and record on the sheet. Give each participant a comment sheet and allow them to answer honestly. Bring back to Mrs. Wheatley along with ALL of the materials from your classrooms.

1. Was the check-in procedure smooth and organized?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Did the faculty and mentors seem prepared and excited about being with you?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Did the building tour / scavenger hunt help you become more familiar with the locations of things?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Do you think that you'll be less nervous about your first day of school because you attended?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Do you think that you'll be more likely to be involved in activities because you attended?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Do you think that you'll be better organized because you attended?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Do you feel like you'll be more likely to know where to go and who to see if you have a problem because you attended?

Yes \_\_\_\_\_ No \_\_\_\_\_

# **FRESHMEN!!!**

Please take the time to jot down some comments about your feelings of the orientation.

The biggest fear about entering the high school was . . .

The thing that I most need to know that I didn't learn today was . . .

The most important thing that I got out of today was . . .

# **FRESHMEN!!!**

Please take the time to jot down some comments about your feelings of the orientation.

The biggest fear about entering the high school was . . .

The thing that I most need to know that I didn't learn today was . . .

The most important thing that I got out of today was . . .

## Mrs. Wheatley's Expectations of PKOM Mentors

My expectations are simple: Do what is needed to help your freshmen every step of the way! Failure is not an option!

In the contract you signed that you would do the following:

- Attend TAP mentor training day July 27
- Prepare your freshmen's TAP room before Kick-Off
- Be present at Kick-Off day August 11
- Make personal phone calls to your assigned freshman and invite/confirm them to Kick-off day
- Meet with your freshmen during **every TAP lesson** throughout the school year
- Meet with your freshmen on your own time throughout the school year (these are what I call "connections")

This program has improved so much since its inaugural year, 2005-06. We want the program to keep going strong and you are a major part of that. You have all experienced the PKOM program as freshmen. Now you are the mentors! You know what worked and did not work for you; remember that each time you enter the classroom. You are the direct reflection of the program. The TAP teachers don't listen to me, they watch you in action. I demand that this program be the best, we are working toward perfection. I know it's a high goal, but we can reach it. All it takes is a little dedication.

The teachers will be asked to verify that your performance in the classroom is satisfactory by signing your time sheet. **Your time sheet and pass should be on your person in order to travel!!!**

Classroom Commitments for TAP curriculum:

- be prepared for the lesson **before** you walk into the classroom
- if you happen to be absent, **call or e-mail Mrs. Wheatley** to get your freshmen covered
- encourage conversations and keep the group interacting
- you are required to have 4 connections for every grading period.



Greetings!

The summer is drawing to a close and soon you will walk the halls of Mehlville Senior High School as a member of the **Freshman Class of 2013!**

Freshman year is a major transition in a young person's life and here at MHS, we want you to be the most successful you can be. This is our 5<sup>th</sup> year of offering the freshmen orientation program and pairing each freshman with a junior or senior mentor throughout the entire year. Each year, we've gotten bigger and better and we hope you will join us for this KICK OFF to the school year.

Enclosed you will find either a confirmation ticket (green) or a registration form (orange). Please note, these were mailed on **August 1**. If you believe you have already mailed in your registration and money, please call me to double check. You **DO NOT** need to bring your confirmation ticket with you to Kick Off day. It is simply to let you know we've received your registration.

Here are some important pieces of information to know:

- \* The Kick Off Day is AUGUST 12<sup>th</sup>.
- \* Bus routes and times are included in this mailing. If your address does not match up with one of the routes listed, you will have to provide your own transportation.
- \* Lockers will be available to purchase Kick Off day. The fee is \$5 (cash only please) and a portion of this fee is refunded to you at the end of the school year upon return of the lock used.
- \* You will get your class schedule on Kick Off day.
- \* Those students participating in fall sports or performance groups **ARE EXCUSED** from practice from 7:30 am – 2 pm with no penalty in order to participate in this orientation day.

Soon, your mentor will be calling you to answer any questions you might have about Kick Off day or anything about MHS in general. **We hope to see you on August 12<sup>th</sup> for a great start to the new chapter of your life!!!**

Kristin Wheatley  
Freshmen Class Sponsor  
(314) 467-6262  
[wheatleyk@mehlville.k12.mo.us](mailto:wheatleyk@mehlville.k12.mo.us)



Greetings!

The summer is drawing to a close and soon you will walk the halls of Mehlville Senior High School as a member of the Freshman Class of 2013!

Freshman year is a major transition in a young person's life and here at MHS, we want you to be the most successful you can be. This is our 5<sup>th</sup> year of offering the freshmen orientation program and pairing each freshman with a junior or senior mentor throughout the entire year. Each year, we've gotten bigger and better and we hope you will join us for this KICK OFF to the school year.

Enclosed you will find either a confirmation ticket (green) or a registration form (orange). Please note, these were mailed on July 1. If you believe you have already mailed in your registration and money, please call me to double check. You DO NOT need to bring your confirmation ticket with you to Kick Off day. It is simply to let you know we've received your registration.

Here are some important pieces of information to know:

\* Some of you that turned in your registration forms before the end of the school year may have the wrong date for Kick Off. **The Kick Off Day is AUGUST 12<sup>th</sup>.** We had to move the date in order to have transportation available.

\* Bus routes and times are still being decided. We will mail you a bus route list in the weeks before Kick Off. Both county and city routes will be available.

\* Lockers will be available to purchase Kick Off day. The fee is \$5 and a portion of this fee is refunded to you at the end of the school year upon return of the lock used.

\* You will get your class schedule on Kick Off day. The entire day will be spent with a group of students in your TAP class. It is this TAP class you will have all four years you are at MHS.

\* Those students participating in fall sports or performance groups **ARE EXCUSED** from practice from 7:30 am – 2 pm with no penalty in order to participate in this orientation day.

In the coming weeks, your mentor will be calling you to answer any questions you might have about Kick Off day or anything about MHS in general. We hope to see you on August 12<sup>th</sup> for a great start to the new chapter of your life!!!

Kristin Wheatley  
Freshmen Class Sponsor  
(314) 467-6262  
[wheatleyk@mehlville.k12.mo.us](mailto:wheatleyk@mehlville.k12.mo.us)



## Items in student folder

- ❖ Agenda
- ❖ Telephone script
- ❖ Break out explanation
- ❖ Expectations
- ❖ Cord requirements
- ❖ A+ requirements
- ❖ Time sheet
- ❖ How to fill out time sheet
- ❖ Recommendation letter request
- ❖ Example rosters
- ❖ Walk through trivia
- ❖ People scavenger
- ❖ Phone chain
- ❖ Curriculum

**KICK-OFF 2010**  
**PANTHER KICK-OFF MENTOR “PKOM” APPLICATION**

We are looking for upper-class (senior, junior) Panther Kick-Off Mentors for our freshman orientation program. This will be our sixth year for this activity and the success of this orientation will largely be based on the caliber of our Mentors. This program will essentially be designed and run by the Mentors. We are therefore looking for outgoing and caring students who like to help other people and wish to make Mehlville High School a better place. This will be very hard work, but the Mentors will undoubtedly find it both a fun and a very rewarding experience.

The Mentors will be picked by the faculty advisors based on the attached application.

We are therefore looking for the following commitment:

<b>TBA</b>	<b>9:00a.m.-4:00p.m. (Kick-Off Mentor training day)</b>
<b>August 10</b>	<b>varies from 9-3 set-up, rehearsal, last minute planning</b>
<b>August 11</b>	<b>6:30a.m.-2:00p.m. Kick-Off Orientation Day</b>
<b>Periodic/monthly PKOM “Connections” meetings during TAP Time</b>	

For all this work, here is what you get:

- A t-shirt
- A college recommendation
- Orange Cord at Graduation (pending satisfactory participation in the program)
- Time toward A+ hours
- Some new upper class friends
- A lot of new freshmen friends who will also look up to you
- A great start to the year
- A whole lot of fun

When you sign your Mentor contract, you need to pay a **one time fee of \$5** by the last day of school. This fee will pay for 2 lunches (1 on training day and 1 on Kick-Off) and a mentor t-shirt.

**Applications must be returned to Mrs. Wheatley room 332 by April 16<sup>th</sup>. Those selected will be issued contracts with exact dates and times by April 30<sup>th</sup> and will be expected to attend a planning session **TBA during TAP.****

Please refer all questions to Mrs. Wheatley.

# PKOM Application

- \* Complete this application and return to Mrs. Wheatley.
- \* Hand out the two adult evaluations to whomever you wish.

Name \_\_\_\_\_ Current year in school \_\_\_\_\_

GPA \_\_\_\_\_ (Counselor/Principal Signature) \_\_\_\_\_

Shirt Size \_\_\_\_\_ Current TAP Teacher \_\_\_\_\_

Are you going to switch into journalism or yearbook TAP next year? YES NO

Are you a current A+ tutor? YES NO

Do you wish to be considered for mentor council? YES NO

Mentor council members will have less opportunities for A+ hours.

Would you serve on a committee to change 9<sup>th</sup> TAP curriculum? YES NO

## Tentative freshman TAP teachers for 2010-2011

Arant	Derenski	Dodd	Ferraro
Gegg	Hilliard	Homeier	Johnson
Kern	Lamping	Ledford	Maxfield
Morris	Pichler	Roesch	Rosa
Rushing	Schroeder	Wheatley	Young
Kern	Church		

If you would like to be assigned to a specific 9<sup>th</sup> grade TAP teacher, please have them sign here as an agreement for you to work with them.

---

Future 9<sup>th</sup> grade TAP teacher

Please explain why you would like to be a student mentor.

What personal qualities do you have that will help you be a good freshman mentor?

How will you make the TAP lessons more interesting to your freshmen?

List your extra curricular involvement:

What ideas do you have that would help all freshmen make a smoother transition from middle school?

What is the one thing you feared the most as a freshman and how would you help “your” freshmen with those fears?



July 7, 2010

Dear Freshmen TAP teachers for 2010-2011,

Our sixth Panther Kick-Off will be held on **August 11** and I would like to invite you to help in the preparation for your freshmen. I am excited about the big day and think our upperclassmen have a fun-filled day planned for the new students.

In May, I suggested that you participate in two days that could really make or break how your freshmen TAP runs the entire year. The first day is **Mentor Training Day, July 27th at 9 am**. This is the day the mentors are given the freshmen level TAP curriculum and instructed on how to teach the lessons. We would like you to meet with your mentors and establish **your** TAP classroom procedures and decide the best way to deliver the lessons. You will be able to receive curriculum pay for your time.

The other day we would like your help is the actual **Kick-Off Day, August 11**. There is nothing special you would have to do, except be available so your kids can meet you. Your attendance on this day will get you the new Mehlville shirt. Freshmen will be arriving as early as 7:30 am and the first session in your classroom will begin around 8:00 am. The mentors are totally responsible for running the day's activities. Your room will be decorated on Tuesday in preparation for the big day. Please let us know if you want the room **completely** cleaned before they leave. It would be nice to leave the decorations up during the first week of school.

I hope that you will consider making our Sixth Kick-Off Day even more successful than last year. If you plan on attending on either July 27<sup>th</sup> or August 11<sup>th</sup>, please call or e-mail Kristin Wheatley at 314-467-6262. (If attending on the 11<sup>th</sup>, please tell me your shirt size.)

Thanks for all that you do,

June 30, 2010

PKOM Mentors,

The time has come. Soon you will be helping freshmen become acclimated to Mehville High School. As I explained last year, this is a great responsibility. A responsibility that comes with extra dates of training over the summer, so here is your reminder for the **MANDATORY** dates you need to be at Mehville.

- JULY 27** 9:00 am **Training Day-** we will prepare everything for Kick Off day, complete your grade level TAP curriculum, and organize all information needed for the year. You need to do everything possible to be here. Lunch will be served and you will get your mentor shirts. Please bring a planner!!!
- August 10** TBD **Decorations** – It is up to you and your team of mentors to decorate you freshmen TAP room. Your team will determine what time and what you will use to decorate the room.
- August 11** 6:30 am **KICK OFF DAY** – This is the big day! You need To be here bright and early and ready to work. Everything should be set up, but there are always last minute changes. You need to find ME and get a job as soon as you arrive.

I am in need of a couple of mentors ( 4 – 6 ) to travel with me to Hazelwood Central to talk with them about the PKOM program on **July 26 in the morning or July 29 in the evening**. If you are available please let me know.

If you have questions, Call me 467-6262 and leave a message.

Please e-mail me a confirmation of your attendance on July 27<sup>th</sup> **ASAP**. Remember, it is essential you are there!!!

See you soon,

## Telephone Script for calling your Freshmen

Divide up the list of freshmen among the mentors on your team. Fill out the chart below with your freshmen's name and phone number.

My Freshmen	Phone Number

Here is a sample script you can use when making your calls to the freshmen. Overall, be excited to meet them and get them psyched for the new school year!

*Hi, I'm Kristin Wheatley, a senior at MHS and one of the mentors for the freshmen orientation program. I want to welcome you to MHS and I also want to give you some information about the upcoming Panther Kick-Off on Wednesday, August 12<sup>th</sup>. I'm one of the upper classmen that will lead your TAP group that has about 24 other freshmen in it. We'll start the day off meeting together and then break off into groups for some other activities. You will also receive your class schedule, tour the school, and get some advice from the mentors about Mehlville.. Registration starts at 7:30am and the program begins at 8:00. We will be done around 1:45. Have your ride drop you off at the main entrance of the school. The buses will also be running that day; you will get a bus schedule in the mail soon. If you haven't already registered, don't worry; just come that day. The cost is \$7 and you get lunch, a t-shirt, and some other spirit items. Do you have any questions? OK, I'm really excited about the Kick-Off and I can't wait to meet you!*

# Training Day

August 4

- 9:00 Attendance (cafeteria)  
-Check in  
-9<sup>th</sup> grade Book
- 9:05-10:15 Discuss 9<sup>th</sup> grade curriculum and teacher preferences  
How to grade, how to discuss, teacher role, SSR, rules  
Breakup the kids for phone script
- 10:15 - 10:25 Introduction/ Agenda  
PKOM hat: Failure is NOT an option for my freshmen!!
- 10:25 – 11:30 Breakout #1 activities  
- Name tags  
- Toilet paper Icebreakers  
- Skits???
- 11:30-12:30 Wheatley's Rules and Expectations of Mentors  
Completion of grade level curriculum
- 12:15 – 12:45 LUNCH (skit ideas and pre-production)
- 12:45 – 2:00 Breakout #2 activities  
- Get to know your school  
- Warm fuzzies  
- Make a people scavenger hunt  
- Scavenger hunt rules
- 2:00 – 3:00 Overview and Expectations of Actual Kick Off Day  
- Check in, shirts, group work, schedule, active  
- Point person  
- Understandings, What do you do!  
Skit production????