



CHARLOTTE MECKLENBURG SCHOOLS

NORTH STAR READING PARTNERS INITIATIVE

Encourage, Challenge, Support and Celebrate

Mentors working with 12th grade students may use the following information as a tool for guiding conversations with potential high school graduates. The goal is that each senior will graduate from high school with a clear plan aligned to their postsecondary goals. Whether the student is headed toward college, career and/or military enlistment, the mentor will **encourage, challenge, support and celebrate** students as they progress toward graduation. Thank you in advance for your efforts in ensuring that CMS graduates are future ready!

General Guidelines

CMS has outlined procedures for mentors as found on the district's website. It is imperative that all mentors read this information as it contains important tips and guidelines:

<http://www.cms.k12.nc.us/cmsdepartments/vp/Pages/MentoringTips.aspx/>

During your sessions with students, sensitive topics may arise (e.g., child abuse, suicidal ideation or homelessness). A member of the school's Student Services team (i.e., counselor, psychologist or social worker) should be contacted immediately. If the student is expressing suicidal ideation, the student must never be left alone. Please escort the student to a member of the school's Student Services team immediately.

Because of the high stakes associated with the senior year (e.g., graduation and postsecondary planning), it is imperative that the mentor collaborate with the student's counselor. The counselor is ultimately responsible for ensuring that the student meets graduation requirements and completes steps for their specific postsecondary plans. Extreme caution is to be used in advising students in these areas.

This timeline is intended to guide your conversations with your mentee. Understand that disclosures during any given session may alter your focus during that session or during subsequent sessions. You may exercise flexibility in how you proceed through these talking points, but there are key topics included that are beneficial for you to address so that your student has a successful senior year. Though some items are listed only once, the recommendation is that these topics be revisited on an ongoing basis. Examples include periodically checking grades and attendance in PowerSchool or getting status updates regarding progress toward postsecondary plans.

WEEK 34: May 2 – 6

- ✓ Mid-quarter progress reports will be distributed on May 5th and 6th. Ask your student if there are academic issues or concerns that need to be addressed before the end of the school year. Celebrate success as the student strives to finish the school year well.
- ✓ Oftentimes high school seniors will participate in Senior Week activities during this month. Encourage your senior to enjoy activities during this time of year, but to keep the celebrations in perspective. Your student will need to continue to manage all academic responsibilities effectively so that all course requirements are fulfilled at the end of the year. It is imperative that they remain focused on the ultimate goal of graduation.
- ✓ For students enrolling in college next fall, a final transcript will need to be sent to verify that the student has successfully met all graduation requirements. Confirm that your senior has followed the necessary procedures for requesting that the final transcript is sent to the college or university after graduation.

WEEK 35: May 9 – 13

- ✓ Inquire about the schedule for final exams, which will be administered for all courses during the last week of school. Support your student with encouragement to begin preparing for these exams which will count as 20% of the final grade. If tutoring and/or additional reinforcement is needed, assist your student in accessing the necessary resources as available from or recommended by teachers and support staff.
- ✓ Check to make sure that your senior has a cap and gown, which are required to participate in the graduation ceremony. Most items, including invitations or announcements that may have been ordered, will have been delivered by this time. If your student still needs the necessary items or discloses financial constraints regarding any balance due, have them contact their assigned counselor immediately.
- ✓ Attendance at graduation rehearsal is required for participation in the ceremony. Confirm that your student knows the specific date, time and place for which rehearsal is scheduled for their senior class. If your student has a part-time job or any other commitment that might impact their presence at rehearsal, they should begin now to make the necessary arrangements.

WEEK 36: May 16 – 20

- ✓ It is always a nice touch to write a thank you note to anyone who wrote a recommendation letter on a student's behalf. Encourage your senior to thank those who have been supportive of his or her high school career.
- ✓ If your student is being recognized at any year-end award programs or student recognition events, try to attend to support and celebrate the student if your schedule allows.
- ✓ With your senior, continue to monitor academic progress and attendance in PowerSchool. Make every effort to avoid any last minute issues that might prohibit the ability to graduate in June.

WEEK 37: May 23 – 27

- ✓ May 27 – Teacher Workday (no school for students)
- ✓ Student-athletes anticipating participation in athletics at the collegiate level will need to confirm registration with the NCAA Eligibility Center (formerly NCAA Clearinghouse). Be sure to submit a Final Transcript Request so that a transcript is sent to the NCAA Eligibility Center after the end of the school year. Additional information about procedures for potential college athletes may be found at www.eligibilitycenter.org.
- ✓ Continue supporting your senior with preparation for final exams. Confirm that they have the necessary notes, guides and materials that will support effective study and review.

WEEK 38: May 30 – June 3

- ✓ May 30 – Memorial Day Holiday
- ✓ Ensure that your student attends graduation rehearsal according to the schedule that is designated for their high school. Remind them to be on time and to follow procedures as outlined by school personnel.
- ✓ Final exams will most likely be underway before the end of this week. Be sure your student is well aware of the final exam schedule and encourage them to plan study time accordingly. The end of the school year is quite close, and continued focus and discipline will be crucial.

WEEK 39: June 6 – 10

- ✓ June 9 – Last day of School
- ✓ June 10 – Teacher Workday (no school for students)
- ✓ June 11 – ACT administration (May 6th registration deadline)
- ✓ Check in with your student as they continue to take final exams. Your continued encouragement and support will be extremely meaningful during this final week of their high school experience.

June 10 – 16 – Graduation Ceremonies

- ✓ Congratulate and celebrate your student's accomplishments by attending the graduation ceremony and by letting your student know how proud you are of his or her achievement this year.