

Seat Time Waiver Guidelines for Mentors

A seat time waiver mentor teacher serves as the liaison between the school, the parent, and the student. To comply with MDE Pupil Accounting Guidelines, the school administrator must select a certified Michigan teacher to become a student's seat time waiver mentor teacher. This teacher does NOT have to be certified in the same subject area as the online course.

Seat Time Waiver Mentor's ROLE

The role of the Mentor Teacher is to help students establish expectations for their seat time waiver program, assist students as needed with academic support, monitor student progress, and maintain communication with parents and the school.

Setting Up

- May distribute course materials and enrollment codes to students
- Set up an initial meeting with student(s) and parents
- Review program expectations and mentor contact schedule
- Develop individualized graduation plan
- Oversee individualized graduation plan
- Develop a plan for remediation, if necessary
- Identify career technical programs
- Identify any post secondary dual enrollment options
- Identify any work-based learning components (internships, work experience, co-op)
- Assist students with the selection and registration of online courses
- Teach students how to develop time management skills, study skills and the necessity to maintain a routine schedule
- Develop Progress Report and Report Card format for student and school
- Develop a pacing guide for each course with timelines in collaboration with the student

During the Course

- Sit down with your student(s) and ask them to log on to their online course
- Ask your student(s) to provide you with their username and password--you will then have the freedom to log on as that student to check their progress or have student periodically print a grade report.
- Request progress reports from other learning experiences when appropriate
- Maintain weekly contact with student(s)
- Read email and correspond from online instructor(s)
- Keep parents and school officials informed through regular communication and progress reports
- Recommend adding/removing student(s) from course as necessary
- Proctor exams if necessary
- Offer emotional support
- Help students with a problem solving approach to obstacles that may limit success

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Remember

- Students are required to take all district assessments such as the Terra Nova, ACT Explore or Plan, and MME
- Students who have met their district's graduation requirements and are otherwise eligible may participate in traditional graduation ceremonies
- Students may be awarded a district high school diploma
- Online courses are highly interactive and students need to log on and complete work several times a week or they can quickly fall behind
- Online courses are challenging and students may need encouragement to make their way through difficult subject matter
- To check in with students at least weekly to be sure they aren't procrastinating
- To consider yourself part of the instructional team in your student's seat time waiver program
- To contact the online instructor(s) if you have questions or concerns about your student's progress
- To check your student's grade regularly, not just during marking period reporting times