



MAPS Handbook

Mentorship
Apprenticeship
Partnership
Service

2020-2021

Point of Contact:

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General Information

The Mentorship Apprenticeship Partnership Service (MAPS) program was started several years ago by the LAHS principal to give students an opportunity to have real-life experiences in a profession of interest and to foster partnership between the high school and businesses within the community. Students receive elective course credit and **do not receive monetary compensation for their time**. Becoming involved in the MAPS program requires a commitment on the part of the student and mentor. Communication and attendance on the part of both is of the utmost importance. The MAPS program is only available to sophomores, juniors, and seniors.

Enrollment Process

- Student completes and submits the form “MAPS Enrollment” to **Administrative Secretary**.
- **Student receives confirmation/denial of enrollment in MAPS Program from Administrative Contact by email.**
- Upon administrative approval, student collects the form and contacts a Mentor. Student discusses with Mentor details of the apprenticeship
- Student returns completed MAPS Mentor/Student Agreement (on the back of MAPS Enrollment Form) to **Administrative Secretary** no later than one week before the first day of the semester.
- Student discusses with **counselor** the Mentorship Apprenticeship Partnership Program. Student obtains MAPS Handbook from **Administrative Secretary**. Student reads MAPS Handbook.

Choosing a Mentor

Choosing a mentor in a field of interest is an important step in the MAPS program. Mentors can be chosen from a variety of locations depending on the student’s interest. For example, if a student is interested in teaching, he/she can speak with any number of teachers in LAPS. If a student is interested in aviation, he/she may consider speaking with someone at the Los Alamos Airport. Going through this process creates a situation in which students must go into a professional environment and communicate on a mature level with potential mentors. Students should be sure to explain to potential mentors ahead of time when they will be expected to attend. If a student is scheduled for MAPS program during a class period when the mentor will regularly be absent, choosing a different mentor should be considered.

Working at LANL: Unfortunately, because of the numerous safety and security regulations, MAPS mentors **cannot** be chosen from LANL. Those interested in working with LANL should consider enrolling in the High School Co-Op program which has an established partnership with LANL and guidelines for student work.

Working at Los Alamos Middle School: Mentors chosen from LAMS **MUST** have the approval of the LAHS & LAMS principals before they can be assigned. Students choosing a LAMS mentor must contact the LAMS office for LAMS principal approval.

Deadline for choosing a mentor: A mentor **MUST** be found and the information communicated to the high school no later than one week before the first day of the semester. Students who have not selected a mentor by the deadline will be withdrawn from the MAPS course. If this occurs, the student is responsible for replacing MAPS with another elective credit.

Changing mentors: If problems arise, it is possible for a student to change mentors. However, it is again the responsibility of the student to find a new mentor and this information **MUST** be communicated to the high school before a change can be approved. A mentor change can only happen once per semester for single semester MAPS students, and once per school year for two semester students. The change can only take place at the beginning of a new 9-week term, and will not be approved during the middle of a term. Students who feel their mentors are not providing the necessary level of assistance and mentorship should first try to discuss the issues with the mentor. Failing that, students should contact the MAPS program point of contact for assistance.

Parents as mentors: Because of a conflict of interest, a student’s parent or relative cannot be chosen as a mentor.

Student Work Plan

It is important that students are taught some basic job requirements such as punctuality, dependability, honesty, time management, initiative, and quality assurance. It is also important that some job-specific goals and a work plan are established. This can be done in a variety of ways and is left entirely up to the mentor and student. For example, some mentors have had their student maintain a journal, which is reviewed at the end of each grading period. Others have simply listed several goals for a semester and checked them off when completed.

Attendance

In order for the MAPS program to be successful for the student and mentor, the consistent attendance of both the student and mentor is absolutely necessary.

Student attendance: Attendance is mandatory and students are required to attend during the entire time for which they are registered. Students must contact their mentors prior to an absence. The same attendance rules that apply in all classrooms also apply in the MAPS program as well. Students can be denied credit for too many unexcused absences or tardies, resulting in an “F” on their transcript.

Equally as important is the fact that **attendance counts as one third of the overall grade**. Therefore, even if a student’s absences are excused, it is possible that he or she will not receive a superior grade in the MAPS program. Students who foresee a potential problem in their ability to regularly attend for whatever reason should contact the MAPS point of contact immediately. Lack of transportation is not an acceptable reason for failure to attend. Mentors who have students who fail to inform them of absences, are habitually tardy, and/or constantly ask to leave early should contact the MAPS point of contact immediately.

Mentors should discuss and understand exactly when a student is required to attend. LAHS is on a blocked schedule, meaning each class does not necessarily meet every day. MAPS students are usually enrolled for one period every other day. Some enroll for only one semester, while others enroll for the entire year. A bell schedule is included in this handbook, and a school calendar can be found on the LAHS website. Students are not expected to attend MAPS classes on school holidays.

Mentor Attendance: Just as important as student attendance is mentor attendance. Students cannot have a successful rewarding experience in this program if their mentors cannot dedicate the necessary time required. Before agreeing to become involved in the MAPS program, potential mentors should discuss with the student and understand what his or her time commitment will be and for how long.

Mentors should plan ahead to make arrangements for the supervision of their student should they be absent for a short period of time. Sending students back to the high school or allowing them not to attend during the absence is not an option. If mentors will be absent for a long period of time or cannot continue to maintain their commitment they should assist the student in finding a suitable replacement mentor.

Evaluation and Grading

Students enrolled in the MAPS program understand that they will earn course credit and experience and will not receive monetary compensation for their time. Grades are based on three different criteria: **attendance, meeting job expectations and requirements, and attitude / work ethic**. Each of these count as one third of the student’s grade. Each nine week grading period, a number equivalent to a letter grade (A, B, C,D, or F) is given for each of these and averaged. At the end of each semester, a semester average is also required. Included in this handbook is an evaluation form to be used during the semester and/ or the entire school year.

Grades are due no later than the day before the last day of each grading term. A calendar has been provided showing the end dates of each term. While the MAPS program point of contact at the high school will try to send reminders, mentors **should not** rely on a reminder from the high school when grades are due. If grades are not received on time, the student will receive

an “Incomplete” on his or her report card. If the grade is not changed within two weeks, it is reported as an “F”. Student athletes should be especially concerned with meeting grade deadlines, as incomplete grades are counted as an “F” when determining athletic eligibility. Students who receive an “Incomplete” on their report card because a mentor has forgotten to report a grade should be especially concerned and discuss it with their mentor as soon as possible.

Evaluation sheets can be faxed to the MAPS program point of contact, e-mailed as a PDF attachment , or brought in by the student as instructed on the grade reporting form. **Grades cannot be taken over the phone.** Mentors who will be absent when grades are due should make arrangements to have them sent in ahead of time.

Transportation

Students enrolling in the MAPS program should have reliable transportation to and from their chosen work site. Transportation should be established between the student and the student’s family. **Friends should not be relied upon to provide transportation.** Transportation problems are not considered justifiable grounds for not attending.

Withdrawing from MAPS

Rules and deadlines for changing a student’s schedule are outlined in the student handbook and can be explained by the guidance counselors. As with any other class, students wishing to withdraw from MAPS classes must peak with their guidance counselor **before** any kind of schedule change can occur. Students who cannot change their schedule by the required time but who also fail to attend MAPS classes as designated on their schedule will receive a failing grade for the semester. It is the student’s responsibility to ensure that he or she has completed all the necessary withdrawal paperwork by the required time.

Important Resources

LAHS Bell Schedule 2020/2021

Traditional In School Schedule

Period	Time
1A / 1B	7:50a – 9:25a
2A / 2B	9:35a – 11:15a
Lunch	11:15a – 12:00p
3A / 3B	12:00p – 1:35p
4AB (Daily)	1:45p – 2:35p
Academic Time	2:40p – 3:10p

Remote Learning Schedule - 2020

Period	Time
1A/1B/Independent Learning Day	8:30-9:20 am
2A/2B/Independent Learning Day	9:30-10:20 am
3A/3B/Independent Learning Day	10:30-11:20 am
4AB/Indep.Learning/Advisement	11:30am -12:20 pm
Lunch	12:20 - 1:00 pm
Academic Time	1:00-1:30 pm
Independent Learning	1:30-3:30 pm

School Calendar

The A/B day schedule and a list of school holidays can be found on the LAHS website at [2020/2021 School District Calendar](#)

Grade Submission Deadlines

Quarter 1:	October 09, 2020
Semester 1:	December 11, 2020
Quarter 3:	March 19, 2021
Semester 2 (Seniors):	May 14, 2021
Semester 2 (10 th & 11 th):	May 21, 2021



MAPS Student Evaluation
Mentorship / Apprenticeship / Partnership / Service
2020/2021

NAME: _____
 Last First

Student Number: _____ Grade: 10 11 12 Period: _____

Instructions: Please use this form to evaluate your student and provide a final grade at the end of each grading period and each semester. A grading table has been provided below to help you determine which grade is appropriate for your student's level of performance. Please give your student a number grade for each category. The same form should be used for each grading period and signed each time by the mentor. Be sure to keep a copy before sending the form. Grades cannot be submitted by phone.

Grades can be submitted in the following manner:

- Fax this form to the LAHS Administrative Secretary at 662-6846,
- Hand delivered by student to LAHS Administrative Secretary in the front office.

Grading Scale:

Excellent	(A)	90 – 100
Above Average	(B)	80 – 89
Average	(C)	70 – 79
Below Average	(D)	60 – 69
Failing	(F)	0 – 59

Quarter 1:	Oct 09, 2020
Semester 1:	Dec 11, 2020
Quarter 3::	Mar 19, 2021
Semester 2 (Seniors):	May 14, 2021
Semester 2 (10 th & 11 th):	May 21, 2020

Grade Due Dates:

Grades: (Please record a numerical grade)

Grading Period	Attendance (%)	Met Job Expectations & Requirements (%)	Attitude & Work Ethic (%)	Grade Average (%)	Mentor Signature
Quarter 1					
Quarter 2					
Semester 1 Average					
Quarter 3					
Quarter 4					
Semester 2 Average					



MAPS Mentor & Student Agreement
Mentorship / Apprenticeship / Partnership / Service
2020/2021

NAME: _____
Last First

Mentor Information:

Mentor Name	
Place of Business	
Occupation / Position	
Phone Number	
Fax Number	
Email Address	
Mailing Address	

I verify that:

- I have received, read and understand the MAPS handbook and will comply with the requirements.
- An orientation has been given by the mentor outlining job duties, attendance requirements, behavioral expectations and any specific company or organizational policies that may apply.
- The dates and times the student is required to attend have been discussed.

Start time: _____ End Time: _____ Period: _____

Mentor Signature Date

Student Signature Date

For LAHS Office Use Only

Approved: _____
Date



MAPS Enrollment Form
Mentorship / Apprenticeship / Partnership / Service
2020/2021

NAME: _____
Last First

STUDENT NUMBER: _____ GRADE: 10 11 12

STUDENT EMAIL: _____

SEMESTER(S) REQUESTING ENROLLMENT _____

PERIOD REQUESTING ENROLLMENT _____

Are you currently enrolled/have been enrolled in MAPS? _____

By signing below, I verify that:

- I will not receive monetary compensation but will earn course credit for the MAPS program.
- It is my responsibility to find a mentor and return the Mentor/Student Agreement to the administrative secretary no later than one week before the semester that I am scheduled to begin.
- I must have reliable transportation to and from my work site.
- I understand that attendance is mandatory.

Student Signature

Date

For LAHS Office Use Only

Approved: _____

Date