

## Advisory Overview

### What are my responsibilities as your advisor?

*As your advisor, I will help to ensure that you...*

1. *Graduate high school with admission to the college or university of your choosing.*  
To accomplish this, I will...
  - Speak with you weekly about how you feel your classes are going in order to identify any concerns or problems you are having and to congratulate you on your successes;
  - Meet regularly with your other teachers regarding your academic progress or discipline issues;
  - Contact your parent/ guardians on a regular basis to update them on your successes and discuss any concerns we may have;
  - Participate in any meetings or conferences held to discuss your academic progress or discipline issues;
  - Support you in mastering subjects or material that you might find difficulty by tutoring you personally or finding another qualified instructor to help you;
  - Correspond with you through letters to help you improve your writing skill and to offer you another medium through which you can update me on your academic progress;
  - Plan activities that help you build important skills such as debating and decision making;
  - Assist you in properly recording your homework and other assignments in your planner;
  - And helping you set goals and meet them!
  
2. *Enjoy your career at the Bronx School of Law and Finance.*  
To accomplish this, I will...
  - Speak with you weekly about how you feel school is going in order to identify many concerns you may have and learn about areas you feel are going well;
  - Plan activities that help you to further get to know your fellow advisees;
  - Help you to develop your interests and become involved in extracurricular activities;
  - Correspond with you in letters regarding school and other related matters;
  - And put you in contact with our school counselor if you require her assistance.

### What are your responsibilities as my advisees?

1. Come on time and prepared to contribute (pen, binder, loose leaf paper).
2. Complete all assignments to the best of your ability.
3. Fully participate in each advisory.

### Grading Policy:

**50% Participation and Preparedness:** *Did you attend every class? Did you arrive on time to each session? Did you bring the required materials so that you could participate each day? Did you participate to the best of your ability?*

**50% Assignments:** *Assignments will include letters, presentations and reports. Did you turn in all assignments on time? Did you put your best effort into each assignment?*

# Advisory Contact Sheet

(Please Write Neatly)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Birthday: \_\_\_\_\_

What languages do you speak? \_\_\_\_\_

Who do you live with (Mom, Dad, Grandmother, etc.): \_\_\_\_\_

What is their name: \_\_\_\_\_

What languages do they speak? \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt. # City State Zip Code

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Guardian's Work Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other Contact Information (email, cell phone, etc.)

\_\_\_\_\_  
\_\_\_\_\_

For Teacher Use Only Below This Line

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Date:	Spoke To:	Notes:

**Looking at My Mood:**

Rate the intensity of your mood from 1 (least intense) to 10 (most extreme).

1      2      3      4      5      6      7      8      9      10

Choose two words to describe your mood:

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Describe the main event or action that led up to your mood:

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What thoughts were going through your head when the above event occurred?

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Were those thoughts helpful to you? Why or why not? If the answer is no, work with the group to create a NEW thought.

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Would you change anything about your behavior or your thinking the next time a similar event occurs? Why or why not?

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