High School Mentor Monthly Checklists

AUGUST GUIDE FOR THE INITIAL MEETING WITH PROTEGES

OVERVIEW: The mentor’s job for the first meeting with his/her protégé is to help the new
teacher:

1. Identify the expectations of the mentor/protégé RELATIONSHIP
2. Familiarize protégé with the BUILDING AND GROUNDS
3. Demonstrate access to internet and intranet resources for CURRICULUM AND
   INSTRUCTION
4. Facilitate ORGANIZATION
5. Establish the foundations of CLASSROOM MANAGEMENT

☐ THE RELATIONSHIP
  o Introductions
  o Establish the expectations of the mentor/protégé relationship
    • Methods of communication
    • Scheduling (mentoring meetings)
    • Answering questions

☐ THE BUILDING AND GROUNDS
(If your protégé attended the Beginning Teacher Institute August 9-10, the lead mentor at your school has briefly
discussed this section with your protégé.)

  o Office Personnel - who’s who, where are they and what exactly do they do?
  o TRT and TA: location and access
  o Tour- parking and entry, work room, classrooms, book room, mailboxes, offices,
    guidance, clinic, library, computer labs, restrooms, cafeteria, etc.
  o Equipment - where to find it, how to use it, and who has access
    • “Equipment etiquette”
    • Trouble-shooting
  o Building Procedures
    • Duties
    • Hours
    • Sign in/sign out
    • Emergency procedures
    • Schedules
    • Meetings
    • Policies (dress code, extracurricular attendance, etc.)
    • Incident reports for injuries/accidents
  o Room arrangements and use, carts, and sharing

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Plan your room arrangement without moving a chair!
Scholastic Classroom Set-up
☐ **ORGANIZATION**
- Faculty and student handbooks
- Agendas, plan books, and professional paperwork
- Files and binders
  - Help protégés create hard copy and electronic folders to contain information that they will receive in the first couple of weeks…principal, department, and team memos, etc.
- Strategies for student information
  - SPED
  - ELL
  - Health concerns
  - Parent communication and correspondence

☐ **CURRICULUM AND INSTRUCTION**
- Setting up plan book according to the principal and team’s expectations
- Plans for the first day according to the principal and team’s expectations
- Plans for the first week(s)
  - Build classroom community (ice breakers, getting to know you activities, etc.)
  - Assist your protégés with backward planning according to department/team expectations - plan with the end in mind!
  - Help identify what will be assessed according to department/team expectations.
- Hardcopy and electronic resources - pacing guide, SOL’s, benchmarks, curriculum maps, textbooks, instructional software: Safari Montage, Brain Pop, etc.
  - Guide the protégés to necessary resources and how to use them.
  - Highlight the importance of keeping relevant documents at their fingertips
- Grading and assessment
  - Familiarize protégés with grading timelines. administrator requires each week/grading period. Interims are only a few weeks away
  - Remind protégés of the number of grades that your they need to know how to be prepared
  - Phoenix: gradebook and parent portal
  - Provide ideas and samples
- Instructional supplies - what do you need? Where can you find it?
- Special Education
  - Case manager, SPED AP, department chair
  - IEP’s - where are they and why are they important (Phoenix)
  - Team teaching/co-teaching
  - School within a school (SWIS)
- Blended Learning: Incorporating technology to enhance lessons, PBL and Personalized Learning
☐ CLASSROOM MANAGEMENT

- School-wide expectations: PBIS, (Positive Behavioral Interventions and Supports); SSA, (Safe School Ambassadors); PLCs, (Professional Learning Communities) etc.
- Procedures - how will things get done? Example: How will assignments be recorded?
- Principal’s expectations for re-teaching, retesting, and late work.
- Routines - what do you want your students to do daily without needing to ask for directions? Example: what will a student do when he doesn’t have a pencil?
- Time management
  - Bell-to-bell instruction
  - “On the clock”
- Using school wide policies to set classroom rules and expectations:
  - Tardies
  - Dress code
  - Electronic use, etc.
- Consequences for infractions:
  - Detentions
  - Referrals
  - Contact home, etc.
- Awareness of religious and cultural diversity
- Documentation
- Celebrate success!
- Questions and concerns
- ________________________________

LOOKING AHEAD

- Set the date of your September meeting today! Set the dates for EACH monthly meeting as soon as possible.
- Suggest ideas for Back-to-School events.
- August 24 – First Day of School for Students
- September 4 – Holiday (Labor Day)
SEPTEMBER

□ RELATIONSHIPS
  o Collaborate - share ideas, instructional strategies, units, and projects for the following month.
  o Professional relationships - teams, paraprofessionals, administrators, TRT’s, etc. (see “C” in Mentor Competencies)
  o Discuss and problem-solve specific issues (items specific to each protégé)
  o Observations (usually informal for the first month, but protégés need to be informed of the principal’s expectations)
    • Discuss what your principal will look for in an observation, whether an informal walk-through or a formal evaluation.
    • Discuss peer observations.

□ CURRICULUM AND INSTRUCTION
  o Check on pacing, planning, and grading.
    • Protégés are to bring plan book to the meeting so that you can review the principal’s and county’s requirements. Make sure that pacing is on-target for this month
    • Review curriculum guide to prepare for the month ahead
    • Discuss the way your department assesses and determines grades
  o Technology
    • Checking Outlook regularly? Do they know how to check it from home? Outlook Web Access (OWA)
    • Make folders in Outlook to organize important messages
    • MyLearningPlan - http://www.mylearningplan.com/
    • Intranet - how to find curriculum and pacing guides, content newsletters, field trip forms, etc.
    • Have a safe place to keep passwords
    • Safari Montage has great videos!
    • Virginia Department of Education (VDOE)
  o Grading and Assessment
    • Assessment – make sure protégé understands the following:
      ▪ Formative
      ▪ Summative
      ▪ Recording grades
    • Interims/comments
    • Phoenix
  o Blended Learning: Incorporating technology to enhance lessons, PBL and Personalized Learning

□ ORGANIZATION
  o Check to see that documents and other information are saved and filed correctly.
  o Communication with parents
- Newsletter - show sample
- Web Page (CMS) - provide assistance and ideas (keep it simple!)
  - Bio in 3rd person
  - Newsletter
  - 9-week plans
- Phone calls - document the date, time and topic and file in folder marked “Parent communication”
- Emails - they should refer to times the teacher is available to conference and not specifics that should be discussed one-on-one. A rule of thumb that they should follow…“Would I want the email shared with everyone?”
- Parent conferences
  - Make sure to share specific observations with parents
  - Make sure to begin conference with specific strengths or positive statements about the student
- Back-to-School Night
  - Provide ideas within the framework of the principal’s guidelines: agenda, schedule, volunteer sign-up sheet, curriculum information, homework policy, tests, planners, textbooks, etc.
  - Explain that it is important to “Stick to the facts”; never make broad or subjective statements such as “This class is not very motivated.”
- Supplies - need anything?
  - IEP’s
    - Make sure that IEP’s have been read and are understood.
  - Sub folder - show an example
    - Plans should be easily accessible in case of an emergency, not just planned absences.
- Non-instructional duties
- Receipts - hold onto them for tax purposes

☐ CLASSROOM MANAGEMENT
- Procedures and routines - make sure that they are established and are working successfully. If not, brainstorm ideas and options. Areas of focus include homework, record keeping, infractions of classroom rules, and hierarchy of consequences.

☐ MISCELLANEOUS
- Questions and concerns
- Celebrate success!

LOOKING AHEAD
- Provide ideas for P-T conferences.
- Review information regarding interims.
- October 9 - Holiday (Columbus Day)
- October 23 – Student Holiday (Staff Development Day)
- November 3 – End of First Grading Period
OCTOBER

☐ RELATIONSHIPS
  o Collaborate - share ideas, instructional strategies, units, and projects for the following month.
  o Discuss and problem-solve specific issues (items specific to each protégé)
  o Observations
    • Formal - how to prepare, what the principal will expect and look for
    • Informal observations with mentor - take turns observing one another
  o Opt-out form - explain the procedure for experienced teachers who wish opt out of the Mentor Program

☐ CURRICULUM AND INSTRUCTION
  o Check on pacing, planning, and grading.
    • Protégés are to come prepared to discuss lesson plans for the month
    • Use curriculum guide to prepare for the month ahead - review the concept of backward planning. Make sure that pacing is on-target for this quarter
    • Discuss the way your department assesses and determines grades
  o Student data - look at it together so your protégés know how to analyze and use in planning instruction
  o Report Cards – the first grading period ends November 3, 2017
    • Determining Grades
    • Use of Phoenix
  o Differentiation - how to plan and carry out differentiated instruction across the levels: basic, general, A.P., and also within each class
  o Special Education referrals
    • Process - remind teachers that referral documents are read aloud at Eligibility meetings.
    • Interventions before referring
  o Blended Learning: Incorporating technology to enhance lessons, PBL and Personalized Learning

☐ ORGANIZATION
  o Communication
    • Web Page - provide assistance if necessary
    • Parents - ask about parent contacts
  o Up-dating the learning environment
    • Bulletin boards
    • Student work
    • Room(s) arrangement(s)

Research shows that at least 25% of us are “introverted thinkers”; we like to have time to think before we discuss. If your protégé falls into this category, send him/her your agenda the week before meeting.
□ CLASSROOM MANAGEMENT
  o Procedures and routines - make sure that they are established and are working successfully. If not, brainstorm ideas and options. Areas of focus include homework, record keeping, infractions of classroom rules, and hierarchy of consequences
  o Discuss behavior issues and assess behavioral interventions
  o Understand terminology: I.S.R., suspension, expulsion
  o How to complete misconduct forms

□ MISCELLANEOUS
  o Delays and closings
  o Questions and concerns
  o Celebrate success!
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Help your protégé set a goal for the second quarter.
Discuss ways to meet this goal.

LOOKING AHEAD

- November 3 – End of First Grading Period
- November 6-7 – Student Holiday (Planning/Records/Conference Days)
- Help your protégés plan for American Education Week, Nov. 13-17, 2017.
- Help them prepare for extended vacations that are sometimes taken by students in November and December….What are their responsibilities for make-up work, preparing assignments ahead of time?
- Thanksgiving Break is November 22-24!
NOVEMBER

☐ RELATIONSHIPS
  o Collaborate - share ideas, instructional strategies, units, and projects for the following month
  o Discuss and problem-solve specific issues (items specific to each protégé)
  o Parent Conferences - be prepared! Discuss possible scenarios
  o Identify students in need of remediation and resource utilization

☐ CURRICULUM AND INSTRUCTION
  o Check on pacing, planning, and grading.
    • Protégés are to come prepared to discuss lesson plans for the month. Make sure that pacing is on-target for this point in the year
    • Use curriculum guide to prepare for the month ahead. Discuss the way your department assesses and determines grades
  o Blended Learning: Incorporating technology to enhance lessons, PBL and Personalized Learning

☐ ORGANIZATION
  o Licensing and Professional Development
    • MyLearningPlan - they may not have used it since the beginning of the year and should occasionally check to see if there are workshops and classes that would be helpful in their professional development
    • Recertification points
      ▪ 180 points needed in a cycle - how to get them, how to keep track of them
      ▪ Those on a provisional license need to stay closely in touch with your school’s licensure specialist
      ▪ Make sure protégés know the name of your school’s licensure specialist
  o Field trip forms (when needed)

☐ CLASSROOM MANAGEMENT
  o Use of Flex period for remediation

☐ MISCELLANEOUS
  o American Education Week November 13-17
  o Questions and concerns
  o Celebrate success!

LOOKING AHEAD!
  • December is often the month when new teachers hit a “low”. Watch for signs of burn-out. Perhaps you can have your next meeting at a restaurant or plan a joint meeting with another mentor and his/her protégés!
  • December 18-January 1 - Winter Break (Classes resume Tues., Jan. 2, 2018)
DECEMBER

**RELATIONSHIPS**
- Collaborate - share ideas, instructional strategies, units, and projects for the following month.
- Discuss and problem-solve specific issues (items specific to each protégé)
- Dealing with stress

**CURRICULUM AND INSTRUCTION**
- Check on pacing, planning, and grading
  - Protégés are to come prepared to discuss lesson plans for the month. Make sure that pacing is on-target for this point in the year
  - Use curriculum guide to prepare for the month ahead
  - Discuss the way your department assesses and determines grades
- SOL Remediation
- Homework
- Blended Learning: Incorporating technology to enhance lessons, PBL and Personalized Learning

**ORGANIZATION**
- Licensure and Professional Development
  - MyLearningPlan - interest in enrolling in a class or workshop for second semester.
  - Remind protégé to monitor recertification points
- Probation
  - Even though your principal cannot officially tell you that your protégé is going to receive “Mid-Year Support”, you can probably read your protégé well enough to know that there is a problem. If you haven’t already, schedule a time to visit each other’s classrooms.

**CLASSROOM MANAGEMENT**
- Discuss behavior issues and assess behavioral interventions and assess behavioral interventions

**MISCELLANEOUS**
- Holidays
  - Awareness of various religious holidays and customs which may affect students
  - Understanding of your school’s policies for holiday displays
- Questions and concerns
- Celebrate success!

**LOOKING AHEAD**
- Make sure your protégés do not return from Winter Break to piles of paper. Take some time to help them file what is important and toss what is not.
- December 18 - January 1 - Winter Break
- January 15 - Holiday (Martin Luther King, Jr. Day)
- The second quarter ends January 26, 2018.
- January 29 - Moveable Student Holiday (Planning/Records/Conference Day)
Welcome Back! Reconnect with your protégé to help him/her begin the New Year with a renewed spirit! Take a few minutes to just chat about Winter Break.

JANUARY

☐ RELATIONSHIPS
  o Collaborate - share ideas, instructional strategies, units, and projects for the following month.
  o Review expectations
  o Discuss and problem-solve specific issues (items specific to each protégé)

☐ CURRICULUM AND INSTRUCTION
  o Check on pacing, planning, and grading
    • Protégés are to come prepared to discuss lesson plans for the month
    • Make sure that pacing is on-target for this point in the year
    • Use curriculum guide to assist in preparing for the month ahead
    • Discuss the way your department assesses and determines grades
  o Semester deadlines
  o Exams
    • Review school, department, and team expectations
    • Review exam exemptions
  o Report cards - review grading and report procedures and comments
  o Identify seniors who may not pass class and be in danger of not graduating. Contact parents, students and guidance
  o SOL remediation
  o Blended Learning: Incorporating technology to enhance lessons, PBL and Personalized Learning

☐ ORGANIZATION
  o New rosters and schedules (for those who have a change for second semester)
  o Course recommendations/scheduling for next year
  o Replenishing supplies

☐ CLASSROOM MANAGEMENT
  o Review classroom expectations
  o Discuss behavior issues and assess behavioral interventions

☐ MISCELLANEOUS
  o Review delay and closing procedures
  o Questions and concerns

Help your protégé set a goal for the third quarter. Discuss ways to meet this goal.

LOOKING AHEAD

- Black History Month
- Valentine’s Day
- February 19 - Holiday (Presidents’ Day)
FEBRUARY

☐ RELATIONSHIPS
  o Collaborate - share ideas, instructional strategies, units, and projects for the following month.
  o Discuss and problem-solve specific issues (items specific to each protégé)

☐ CURRICULUM AND INSTRUCTION
  o Check on pacing, planning, and grading
    • Protégés are to come prepared to discuss lesson plans for the month. Make sure that pacing is on-target for this point in the year
    • Use curriculum guide to assist in preparing for the month ahead
    • Discuss the way your department assesses and determines grades
  o Assessment – review and share ideas for the following:
    • Formative
    • Summative
    • Recording grades
  o SOL’s
    • Preparing students
    • Finding information on Department of Education web site [http://www.pen.k12.va.us/](http://www.pen.k12.va.us/)
  o Blended Learning: Incorporating technology to enhance lessons, PBL and Personalized Learning

☐ ORGANIZATION
  o Revisit sub folder - adjust if necessary
  o Licensure and professional development
  o MyLearningPlan - make sure protégés know how to keep track of recertification points in “My Profile”

☐ CLASSROOM MANAGEMENT
  o Discuss behavior issues and assess behavioral interventions

☐ MISCELLANEOUS
  o Black History Month
  o Questions and concerns

LOOKING AHEAD

  • Read Across America Day is Friday, March 2.
  • March is Music in Our Schools Month.
  • March is Women’s History Month.
  • March is National Nutritional Month. Check out [www.eatright.org](http://www.eatright.org)
  • **March 26-30** – Holiday (Spring Break)
MARCH

☐ RELATIONSHIPS
  - Collaborate - share ideas, instructional strategies, units, and projects for the following month.
  - Discuss and problem-solve specific issues (items specific to each protégé).
  - Observations - make sure protégés are prepared for a formal observation by your principal.

☐ CURRICULUM AND INSTRUCTION
  - Check on pacing, planning, and grading
    - Make sure that pacing is on-target for this point in the year; keep the end in sight when planning for the months to come
    - Use curriculum guide to assist in preparing for the month ahead
    - Discuss the way your department assesses and determines grades
  - Continue to be aware of standardized testing schedule
  - Blended Learning: Incorporating technology to enhance lessons, PBL and Personalized Learning

☐ ORGANIZATION
  - Transfer - refer protégés to the LCPS web site for an explanation of the process

☐ CLASSROOM MANAGEMENT
  - Discuss behavior issues and assess behavioral interventions

☐ MISCELLANEOUS
  - Questions and concerns
  - Celebrate success!
  - Help your protégé set a goal for the fourth quarter. Discuss ways to meet this goal.

LOOKING AHEAD
- April 2 – Student Holiday (Staff Development Day)
- April 6 – End of Third Grading Period
- April 9 – Student Holiday (Planning/Records/Conference Day)
Meeting Date _______________________ Time _______________________ Logged ☐

APRIL

☐ RELATIONSHIPS
  o Collaborate - share ideas, instructional strategies, units, and projects for the following month.
  o Discuss and problem-solve specific issues (items specific to each protégé.)

☐ CURRICULUM AND INSTRUCTION
  o Check on pacing, planning, and grading.
    • Make sure that pacing is on-target for this point in the year.
    • Use curriculum guide to prepare for the month ahead.
    • Discuss the way your department assesses and determines grades.
  o SOL testing schedule

☐ ORGANIZATION
  o Supply order for next year

☐ CLASSROOM MANAGEMENT
  o Discuss behavior issues and assess behavioral interventions
  o Maintain expectations in behavior and quality of work

☐ MISCELLANEOUS
  o Earth Day is April 22.
  o Apples for Teachers
  o HotChalk Lesson Plans
  o Questions and concerns
  o Celebrate success!
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LOOKING AHEAD

• Go over schedule for SOL tests.
• May 28 - Memorial Day (Holiday)
MAY

☐ RELATIONSHIPS
  o Collaborate - Share ideas, instructional strategies, units, and projects for the following month.
  o Discuss and Problem-solve specific issues (items specific to each protégé.)

☐ CURRICULUM AND INSTRUCTION
  o Check on pacing, planning, and grading.
  o Make sure that pacing is on-target for this point in the year.
    • Review curriculum guide to prepare for the month ahead.
    • Discuss the way your department assesses and determines grades.
  o Teaching suggestions for post-SOL days!

☐ ORGANIZATION
  o Deadlines for 4th Quarter
  o Close-down procedures

☐ CLASSROOM MANAGEMENT
  o Discuss behavior issues and assess behavioral interventions

☐ MISCELLANEOUS
  o Memorial Day is May 28.
  o Questions and concerns
  o Celebrate success!
    o ____________________________________________
    o ____________________________________________

LOOKING AHEAD

- June 13 – Last Day of School for Students/End of Fourth Grading Period!
- June 14 and 15 - Planning/Records/Conference Days
- The last day for teachers is June 15!
JUNE

☐ RELATIONSHIPS
- Collaborate - Share ideas for the following year.
- Discuss and Problem-solve specific issues (items specific to each protégé.)
- REFLECTION! REFLECTION!! REFLECTION!!!
  - What was the best part of the school year?
  - What was the most difficult part of the year?
  - What will be done differently next year? (Take notes so your protégé will remember his/her ideas!)
  - What can be done over the summer months?
- What Professional Development should be planned for the future?
- Transitioning of students

☐ CURRICULUM AND INSTRUCTION
- Grading and assessment
- Blended Learning: Incorporating technology to enhance lessons, PBL and Personalized Learning

☐ ORGANIZATION
- Issues specific to content (Example: writing folders for English teachers)
- End-of-year/closedown procedures
  - Checklists
  - Packing up the room

☐ CLASSROOM MANAGEMENT
- Discuss behavior issues and assess behavioral interventions

☐ MISCELLANEOUS
- Graduation attendance
- Questions and concerns
- Celebrate the successes of the year!
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LOOKING AHEAD

- Help your protégés set goals for next year.