Health and Physical Education Mentor Checklists

AUGUST: GUIDE FOR THE INITIAL MEETING WITH PROTEGES

OVERVIEW: The Mentor’s job for the first meeting with his/her protégé is to:

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

RELATIONSHIPS
- Introductions
- Establish the expectations of the mentor/protégé relationship
  - Methods of communication
  - Meeting schedule
  - Answering questions

THE BUILDING and GENERAL PREPARATION
- Tour
  - HPE - Equipment/Weight Room, Locker Room, Health Rooms, Outdoor Facilities, Use of Electronic Devices (bleachers, scoreboard, iPod, basketball hoops, microphone, etc.)
  - Other Areas - Work Room, Lounge, Book Room, Mailboxes, Office, Computer Lab, Supplies Closet, Students’ Records, etc.
- Personnel - Who’s who, where are they and what exactly do they do?
  - Team and department
  - School Office
  - District Office: Supervisor-Sheila Jones, Health, Physical Education, Driver Education & Family Life Education - 571-252--1607
- Itinerant teachers
  - Locate best travel routes to schools and meet all teachers in the department
  - Know the process for submitting mileage forms
- Building Procedures
  - Duties
  - Hours
  - Sign-out
  - Emergency drills
  - Schedules
  - Meetings
  - Policies - dress code, extracurricular attendance, etc.

ORGANIZATION
- Gymnasium Set-up
  - Class meeting area
  - Displays – expectations, posters, bulletin boards
  - Lines on floor
Safety
- Know the students with health issues – allergies, diabetes, seizures, etc.
- Playground Equipment Review (elementary)
- First Aid Kit
- Walkie Talkie
- Injury Report – document serious injuries according to the school guidelines
- MS/HS: Locker Room - Supervision and guidelines
- Weather Guidelines: Heat/Cold weather (on VISION)
- Restricted Activities: LCPS Risk Management Guidelines

Filing
- File Cabinet and Binders – IEPs, Health Concern List, Parent and Dr. Notes, Copies of Recertification documentation
- Computer Files – Health, Physical Education, Grade Levels, HPE Guidelines
- Emails – Principal, Department, Team or PLC, Parent
- Phoenix – Rosters, Student Pictures, Seating Chart

Sub folder - show an example
- Lesson plans should be easily accessible in the office
- Include – schedule, class rosters, emergency procedures, duties, familiar activities and games, equipment access and lock-up

Open House and/or Back-to-School Night
- Provide ideas within the framework of the principal’s guidelines – curriculum, agenda, schedule, assessments, etc.

CURRICULUM AND INSTRUCTION
- Plan book – set up according to principal’s expectations
- Plans for the first day/week
  - Ice breakers
  - Locks and Lockers (if applicable)
  - Uniforms/Proper PE Attire
  - Fire Drill
  - Regularly used activities and games

Resources
- LCPS Health, P.E. and Driver Ed. Web Page – Standards of Learning, course syllabi
- Vision – SOLs, curriculum guides, fitness testing protocols, and other PE websites
- Focused Fitness – Five for Life, Fab Five
- Welnet – testing instructions, fitness standards, fitness data input and spreadsheets
- HS Teachers: Make sure to complete CPR/AED/First Aid INSTRUCTORS training course

Grading and Assessment
- Discuss with protégé the number of assessments that your administrator requires each week/grading period. Interims will be a month away and they need to know how to be prepared.
- Phoenix – learning targets and narratives for each assessment
- HS: Grade management for Driver Ed only courses

Rubrics for assessment
- Aligned with SOLs
☐ Special Education
   • IEP’s - What accommodations are needed?
   • Copy of P.E. goals for Special Education students in general P.E.
   • Case managers
   • Assistants accompanying students-plan for their responsibilities

☐ FLE
   • Schedule
   • Alternative assignment for opt-out students

CLASSROOM MANAGEMENT
☐ Expectations - All students should be safely and actively engaged!
☐ Protocols - How will things get done? Example: How will a student receive a grade if on extended medical leave? How will students be dismissed for drinks and the bathroom?
☐ Routines - What do you want your students to do daily without needing to ask for directions? Example: How to get into squads, lines, etc.
☐ Setting rules and consequences for infractions

MISCELLANEOUS
☐ Awareness of Religious and Cultural Diversity
☐ Questions and concerns
☐ Celebrate Success!
☐ PBL: What is expected of you?

PREPARE FOR NEXT MONTH
   • Set the date of your September meeting today! Set the dates for EACH monthly meeting as soon as possible.
   • Suggest ideas for Open House and/or Back-to-School.
   • August 24 – First Day of School for Students
   • September 4 – Holiday (Labor Day)
SEPTEMBER

The first 4 topics are top priority for EACH month:

☐ **Check on pacing, planning, and grading.**
  
  o **Plan with your protégés.** Make sure that pacing is on-target for this point in the year. Use SOL Guide to plan for the month. SOL information is on the Department of Education website
  
  [http://www.doe.virginia.gov/testing/sol/standards_docs/physical_education/](http://www.doe.virginia.gov/testing/sol/standards_docs/physical_education/)

  o Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into P.E. plans.

  o Discuss the way your department assesses and determines grades and records in Phoenix.

☐ **Collaborate - Share ideas, instructional strategies, units, and projects for the following month.**

☐ **Discuss and Problem Solve Specific issues** (items that are specific to each protégé)

☐ **Discuss 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.

☐ **Welcome to P.E. Newsletter**

  o Submit for school website

☐ **Interims/Comments -** know the school requirements

☐ **Observations** (usually informal for the first month, but protégés need to be informed of the principal’s expectations)

  o Go over what your principal will look for in an observation, whether an informal walk-through or a formal evaluation.

☐ **Organization**

☐ **Interruptions to schedule -** Examples: Assemblies, parties, field trips, etc.

☐ **Fitness Tests**

  o Assess students’ baseline fitness levels in 1st quarter

  o Practice tests throughout the year

  o Record on WELNET Fall and Spring (Mid-year available at teacher’s discretion)

☐ **Governor’s Scorecard, Active Schools Awards** (formerly Let’s Move Active Schools)

☐ **Health checks -** know students’ health concerns (HIPAA does not allow lists to be kept)

☐ **Safety**

  o Playground packet and staff instruction for Elementary

CAPTURING THOUGHTS!

Ask your protégés to jot down questions and ideas to share with you and other colleagues. We know how fleeting thoughts can be during the fast pace of a school day!
Meeting Date ____________________ Time ____________________ Logged □

- Injury/Accident reports
- Supplies - need anything?
- IEP’s
  - Make sure that IEP’s have been read and are understood.
  - Goals should be addressed and evaluated quarterly
  - Send a referral to HPE office if a student appears to need adapted services

- Non-instructional duties for the school and coaching if applicable
- Communication with parents (Make sure written communication is proofread by someone else and approved by principal or designee.)
  - Newsletter - show sample
  - Web Page (CMS) - provide assistance and ideas (keep it simple)
    - Bio in 3rd person
    - Newsletter - include special events
    - 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 you want the email shared with everyone?”

- Back-to-School Night
- Professional Relationships - Teams, Paraprofessionals, Administrators, TRT’s, etc. (see “C” in Mentor Competencies)
  - Special assistance should be given to new teachers who have teacher assistants in the classroom…clearly defining roles and responsibilities.

- Assessment- Rubrics used
- Technology
  - Checking Outlook regularly? Do they know how to check it from home? https://outlook.com/lcps.org
  - Make folders in Outlook to organize important messages
  - My Learning Plan
  - Intranet - how to find Content Newsletters, field trip forms, etc.
  - Have a safe place to keep passwords.
  - Safari Montage and BrainPop (ES) have great health videos!

- Resources
  - Make sure they have necessary resources and know how to use them.
  - IRC – All poster makers and laminators have been moved to two school sites, Briar Woods HS Library and Loudoun Valley HS Library. Check on dates/times available

- Documents to be sent to Sheila Jones - schedule, yearly plans, mileage report, etc.
- Receipts - hold onto them for tax purposes
- Support the P.T.O. by joining!
- Celebrate Success! What is working well? 😊
LOOKING AHEAD

- Provide ideas on scheduling parents for next month’s 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

The first 4 are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into P.E. plans.
  o 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.
  o Discuss the way your team assesses and determines grades and record in Phoenix.

☐ Collaborate - Share ideas, instructional strategies, units, and projects for the following month.

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss 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.

☐ Fitness Tests
  o Fall fitness scores entered into WELNET (www.focusedfitness.org)

☐ Report Cards
  o Procedure for completing the reports correctly
  o Samples of comments
  o Make sure someone proofreads your protégés’ report cards.

☐ Differentiation - how to plan and carry out differentiated instruction
  o Remind the protégés to check IEP’s for accommodations.

☐ Observations
  o Formal - How to prepare, what the principal will expect and look for
  o Informal observations with mentor-take turns observing one another

☐ Communication
  o Web Page - Provide assistance if necessary
  o Newsletters - Share examples
  o Parents - Ask about parent contacts
  o Parent involvement - Volunteers, Wellness clubs, P.E. Night, etc.
☐ Classroom management
  o Discuss behavior issue
  o How to complete misconduct forms
  o Monthly workshops available on My Learning Plan

☐ Bulletin Boards and Displays - provide ideas

☐ Technology
  o Checking Outlook regularly? Do they know how to check it from home?  
    https://outlook.com/lcps.org
  o My Learning Plan
  o Bookmark important sites
  o VISION: Great resources for lesson plan ideas, weather guidelines, pacing guides, etc.

☐ Opt-out form - Explain the procedure for experienced teachers who wish to opt out of the Mentor Program

☐ Field Day (Opt for an early field day in the Fall!)

☐ Celebrate Success! The first quarter is about to end…what has gone well?

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**LOOKING AHEAD**

- **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

The first 4 are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Plan with your protégés. Make sure that pacing is on-target for this point in the year. Use SOL Guide to plan for the month.
  o Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into P.E. plans.
  o Discuss the way your department assesses and determines grades and records in Phoenix.

☐ Collaborate - Share ideas, instructional strategies, units, and projects for the following month.

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

☐ Parent Conferences - Be prepared! Discuss possible scenarios.
  o Be prepared to discuss how grades are determined and fitness tests are administered.
  o Have a plan for students who are making inadequate progress or are having behavior or social issues.

☐ American Education Week, November 13-17.
☐ My Learning Plan - 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. HPE has great PD offered on My Learning Plan!! Search for them!!

☐ Recertification points
  o 180 points needed in a 5-year re-licensure cycle--how to get them, how to keep track of them
  o Those on a Provisional license need to stay closely in touch with the school’s assigned Licensure Specialist.

☐ Work orders - Make sure designated person knows about broken equipment.
☐ 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
The first 4 are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Make sure that pacing is on-target for this point in the year. Use SOL Guide to plan for the month.
  o Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into P.E. plans.
  o Discuss the way your department assesses and determines grades and record in Phoenix.

☐ Collaborate - Share ideas, instructional strategies, units, and projects for the following month.

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management
  □ Homework
  □ Dealing with stress
  □ Holidays
    o Awareness of various religious holidays and customs which may affect students
    o Understanding of your school’s policies for holiday displays

☐ My Learning Plan
  □ Interested in enrolling in a class or workshop for second semester?

☐ Probation
  o Even though your Principal cannot officially tell you that your protégé is going to need “Mid-Year Support”, you can probably read your protégé well enough to know if there is a problem. If you haven’t already, schedule a time to visit each other’s classrooms.

☐ Have plans completed before leaving for the Winter Break!
☐ 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   Classes Resume Jan. 2, 2018
• January 15 - Holiday (Martin Luther King Jr. Day)
• The second quarter ends January 26, 2018
• January 29 - Movable Student Holiday (Planning/Records/Conference Day)
The first 4 are to be of top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Plan with protégés. Make sure that pacing is on-target for this point in the year. Use SOL Guide to plan for the month.
  o Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into P.E. plans.
  o Discuss the way your department assesses and determines grades and record in Phoenix.

☐ Collaborate - Share ideas, instructional strategies, units, and projects for the following month.

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

☐ Report Cards - review grading and report procedures, use of rubrics
  o Provide samples of comments
  o Make sure another person proofreads report cards!

☐ New rosters and schedules for M.S. and H.S.

☐ Encourage informal “Walk-Throughs” to observe good teaching.

☐ Celebrate success!

☐ ____________________________________________

LOOKING AHEAD

- February is Heart Month and Dental Health Month.
- **February 19 - Holiday** (Presidents’ Day)
FEBRUARY

The first 4 are to be of top priority for EACH month:

☐ Check on pacing, planning, and grading.
   o Plan with protégés. Make sure that pacing is on-target for this point in the year. Use SOL Guide to plan for the month.
   o Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into P.E. plans.

☐ Collaborate - Share ideas, instructional strategies, units, and projects for the following month.

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

☐ Differentiation - what is the evidence of differentiation in the plans and in the classroom?

☐ My Learning Plan - make sure they know how to keep track of recertification points in “My Profile”.

☐ Revisit Sub Folder - Adjust if necessary

☐ Celebrate success!

☐ Questions and Concerns

☐

LOOKING AHEAD

- March is National Nutrition Month.
- Read Across America is March 2. For activities, costumes, books and games go to Apples4Teachers
- Spring Break: March 26-30
MARCH

The first 4 are to be of top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o 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 SOL Guide to plan for the month.
  o Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into P.E. plans.
  o Discuss the way your department assesses and determines grades.

☐ Collaborate - Share ideas, instructional strategies, units, and projects for the following month.

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

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

☐ Observations - Make sure protégés are prepared for a formal observation by your principal

☐ Time how long students are physically active in a 30 minute period…the goal is 60-75%.

☐ Celebrate success!

☐ Questions and Concerns

LOOKING AHEAD

- As soon as weather permits, inspect outdoor facilities to see if any maintenance is needed before heading outside for instruction.
- April 2 – Student Holiday (Staff Development Day)
- April 6 – 3rd Grading Period ends
- April 9 – Student Holiday (Planning/Records/Conference Day)
APRIL

The first 4 are to be of top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o 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 SOL Guide to plan for the month.
  o Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into P.E. plans.

☐ Collaborate - Share ideas, instructional strategies, units, and projects for the following month.

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

☐ Spring Fitness Tests

☐ April 7 is World Health Day.

☐ April 22 is Earth Day.

☐ Maintain expectations in behavior and quality of work

☐ Begin supply order for next year

☐ Begin to plan and share ideas for Field Day

☐ Celebrate success!

☐ Questions and Concerns

LOOKING AHEAD

- SOL tests are next month. Find out how they will affect your schedule.
- May is National Physical Fitness and Sports Month and Mental Health Month.
- May 28 - Holiday (Memorial Day)
MAY

The first 4 are to be of top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o 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 SOL Guide to plan for the month.
  o Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into P.E. plans.

☐ Collaborate - Share ideas, instructional strategies, units, and projects for the following month.

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

☐ Fitness Tests
  o Record test scores on WELNET (www.focusedfitness.org)
  o Prepare Fall and Spring print-out to be sent to parents

☐ Close-down procedures

☐ Exam preparation for M.S. and H.S.

☐ A.C.E.S. - First Wednesday in May (Elementary)

☐ National Physical Education and Sport Week is the first week in May

☐ Teaching suggestions for Post-SOL days!

☐ Complete supply order (dates for completion vary among the schools)

☐ Memorial Day is celebrated May 28.

☐ Celebrate success!

Looking Ahead

- The 4th quarter ends June 13, 2018! Last day for students!
- Plan activities for those exciting last days of school.
- June 14 and 15 - Planning/Records/Conference Day
- The last day for teachers is June 15!
- Get a head start on cumulative folders work.
JUNE

- **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?

- **Grades**

- **Share ideas, units, and projects for the following year.**

- **Specific issues** (items to be addressed that are specific to your protégé’s concerns)

- End-of-Year Checklists

- Fitness scores submitted in WELNET

- A copy of WELNET data may be sent to parents (not required)

- End-of-year parties and celebrations - how will they affect your schedule?

- Issues specific to grade level

- Recommendations of student placement for next year (Are there any students who need to be separated?)

- Deficiency form for damaged and lost health books (M.S. and H.S.)

- Field Day (If Spring)

- Packing up
  - Inventory (throw away broken stuff)
  - Equipment replacement order
  - Clean and organize the equipment room
  - Remove tape from the floor
  - File
  - Take down posters and bulletin boards

- Celebrate the successes of the year!

**LOOKING AHEAD**

- Help your protégés set goals for next year.