Middle School 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. Demonstrate access to internet and intranet resources for CURRICULUM AND INSTRUCTION
4. Facilitate organization
5. Establish the foundations of CLASSROOM MANAGEMEN

☐ ESTABLISHING RELATIONSHIPS
  o Introductions
  o Establish the expectations of the mentor/protégé relationship
    • Methods of communication
    • Schedule (mentoring meetings)
    • Answering questions

☐ THE BUILDING AND GROUNDS
  (If your protégé attended the Beginning Teacher Institute August 7-8, 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 IFT and Technology Assistants: location and access
  o Tour – parking lot and entry, classrooms, work room, book room, mailboxes, offices, clinic, guidance, students records, library, computer labs, cafeteria, restrooms, etc.
  o Equipment - where to find it and how to use it, and who has access
    • “Equipment etiquette”
    • Troubleshooting
  o Building Procedures
    • Duties
    • Hours
    • Emergency procedures
    • Schedules
    • Meetings
    • Policies (dress code, extracurricular attendance, etc.)
    • Sign-in/sign-out policy
    • Incident reports for injuries and accidents
  o Room arrangement and use (carts and sharing)
CURRICULUM AND INSTRUCTION

- Setting up a plan book according to principal’s expectations
- Plans for the first day according to principal’s expectations
- Plans for the first week(s)
- Assist your protégés with backward planning - according to principal/team expectations: plan with the end in sight
  - Build classroom community
    - Ice breakers
    - Getting-to-know-you activities
  - Help identify what will be assessed, according to department/team expectations.
- Hard copy and electronic resources - pacing guide, SOL’s, curriculum maps, textbooks, instructional software: Safari Montage, Brain Pop etc.
  - Guide the protégés on where to find the necessary resources and how to use them.
  - Highlight the importance of keeping relevant documents at their fingertips.
- Grading and assessment
  - Familiarize protégés with grading timeline.
  - Remind protégés of the number of grades that your administrator requires each week/grading period. Interims are only a few weeks away, assist protégés with being prepared.
  - Phoenix: Gradebook and parent portal
  - Provide ideas and samples
- Incorporating technology to enhance lessons, using Google Classroom, PBL, and personalized learning
- SOL’s and benchmarks
  - Make sure they keep relevant curriculum guides and documents at their fingertips.
- Instructional supplies - what do you need? Where can you find it?
- Special Education
  - Case Manager; SPED AP; SALT, (Subject Area Lead Teacher)
  - IEP’s - where are they and why are they important (Phoenix)
  - Team teaching/co-teaching
  - School within a school (SWIS)

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, team memos, etc.
- Strategies for student information
  - SPED
  - ELL
  - Health concerns
  - Parent communication and correspondence
□ CLASSROOM MANAGEMENT

- School-wide expectations: PBIS, (Positive Behavioral Interventions and Supports); SSA, (Safe School Ambassadors); PLCs, (Professional Learning Communities), CLTs, Collaborative Learning Teams, etc.
- Procedures - How will things get done? Example: How will assignments be recorded?
- Principal’s expectations for re-teach/retest and late work
- Time management
  - Bell-to-bell instruction
  - “On the clock”
- 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?
- Using school policies to set classroom expectations and rules:
  - Dress code
  - Electronics
  - Tardies, etc.
- Consequences for infractions: Individual School Discipline protocol
  - Warnings
  - Conference with student
  - Calls home
  - Detentions
  - Referrals, 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 22** - First Day of School for Students
- **August 30 and September 2** – Holiday (Labor Day)
SEPTEMBER

- RELATIONSHIPS
  - Collaborate - share ideas, instructional strategies, units, and projects for the following month.
  - Professional Relationships - teams, teacher assistants, administrators, IFT’s, etc.
  - Discuss and problem-solve specific issues (items that are specific to each protégé).
  - Observations (usually informal for the first month, but protégés need to be informed of the principal’s expectations).
    - Go over what your principal will look for in an observation, whether an informal walk-through or a formal evaluation.
    - Discuss peer observations

- CURRICULUM AND INSTRUCTION
  - Protégés are to come prepared to discuss lesson plans for the month so that you can review the principal’s and county’s requirements. Make sure that pacing is on-target for the month.
  - Review curriculum guide to prepare for the month ahead.
  - Discuss the way your department assesses and determines grades.
  - Grading and Assessment - make sure protégé understands the following:
    - Formative
    - Summative
    - Recording grades
    - Interims/Comments
    - Phoenix
  - Technology
    - Checking Outlook regularly? Do they know how to check it from home? LCPSGo
    - Make folders in Outlook to organize important messages
    - MyLearningPlan
    - Intranet and Internet - how to find curriculum and pacing guides
    - Content newsletters, field trip forms, etc.
    - Have a safe place to keep passwords.
    - VDOE: VA. Department of Education
    - Safari Montage has great videos!
**ORGANIZATION**
- Check to see that documents and other information are saved and filed correctly.
- Newsletter - show sample
- Communication with parents
  - Web Page (CMS) - provide assistance and ideas (keep it simple!)
    - Bio in 3rd person
    - Newsletter - provide samples
    - 9-week plans
  - Phone calls - document the date, time, and topic; 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 specifics 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
- Observations
  - Formal - how to prepare, what the principal will expect and look for
  - Informal observations with mentor - take turns observing one another
- Receipts - hold onto them for tax purposes

**CLASSROOM MANAGEMENT**
- Procedures and routines - ensure 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
  o Questions and concerns
  o Celebrate success!

LOOKING AHEAD

- Provide ideas for P-T conferences.
- Review information regarding interims.
- **October 14 - Holiday** (Columbus Day)
- **October 28 – Student Holiday** (Staff Professional Development Day)
- **November 1 – End of First Grading Period**
OCTOBER

○ RELATIONSHIPS
  ○ 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).
  ○ Observations
    • Formal - how to prepare, what the principal will expect and look for.
    • Informal observations with mentor - take turns observing one another.
  ○ Opt-out form - explain the procedure for experienced teachers to opt out of the Mentor Program.

○ 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.
    • Review curriculum guide to prepare for the month ahead.
    • Discuss the way your department assesses and determines grades.
  ○ Student data - look at it together so your protégés know how to analyze and use in planning instruction.
  ○ Report Cards - the first grading period ends soon
    • Determining grades
    • Use of Phoenix
  ○ Differentiation - how to plan and carry out differentiated instruction across the levels: Academic, Honors and within each class.
  ○ Special Education referrals
    • What to look for
    • Process - remind teachers that referral documents are read aloud at Eligibility meetings.
    • Interventions before referring and after IEP is in place
  ○ Blended Learning: Incorporating technology to enhance lessons, Google Classroom, PBL, and personalized learning

○ ORGANIZATION
  ○ Communication
    • Web page - provide assistance if necessary.
    • Parents - ask about parent contacts.
  ○ Updating the learning environment
    • Simple, stress-free solutions to changing displays of student work and/or bulletin boards
    • Room(s) arrangement(s)
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 classrooms, and hierarchy of consequences.
- Discuss behavior issues and assess behavioral interventions.
- How to complete misconduct forms.

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

LOOKING AHEAD
- November 1 - End of First Grading Period
- November 4-5 - Student Holiday (Planning/Records/Conference Days)
- 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 27-29!
NOVEMBER

☐ RELATIONSHIPS
  o Collaborate - share ideas, instructional strategies, units, and projects for the following month.
  o Discuss and problem-solve specific issues (items that are 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.
  o Protégés are to come prepared to discuss lesson plans for the month. Make sure that pacing is on-target.
  o Use curriculum guide to prepare for the month ahead.
  o Discuss the way your department assesses and determines grades.
  o Incorporating technology to enhance lessons, Google Classroom, PBL, and personalized learning

☐ ORGANIZATION
  o Licensing and professional development
    • 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.
    • 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

☐ CLASSROOM MANAGEMENT
  o Discuss behavior issues
  o Review behavioral interventions
  o Use of Flex period for remediation

☐ MISCELANEOUS
  o Questions and concerns
  o Celebrate success!
<table>
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<tr>
<th>Meeting Date</th>
<th>Time</th>
<th>Looking Ahead!</th>
<th>Logged</th>
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- 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 23- January 3 - Winter Break**  (Classes resume Tuesday Jan. 6, 2020)
DECEMBER

- **RELATIONSHIPS**
  - 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).
  - 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
  - Incorporating technology to enhance lessons, Google Classroom, PBL/PBA, and personalized learning

- **ORGANIZATION**
  - Licensure and Professional Development
    - MyLearningPlan- Interested in enrolling in a class or workshop for second semester?

- **CLASSROOM MANAGEMENT**
  - Discuss behavior issues
  - Review behavioral interventions

Give your protégé a Winter Card of encouragement…Winter Break will provide time to relax and replenish the spirit!
☐ MISCELLANEOUS
   o Holidays
     • Awareness of various religious holidays and customs which may affect students
     • Understanding of your school’s policies for holiday displays
   o Questions and concerns
   o Celebrate success!
   o

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 23 - January 3 - Winter Break** Classes resume Monday, January 6
- **January 17** – End of Second Grading Period
- **January 20** - Holiday (Martin Luther King, Jr. Day)
- **January 21** - Moveable Student Holiday (Planning/Records/Conference Day)
JANUARY

- RELATIONSHIPS
  - Collaborate - share ideas, instructional strategies, units, and projects for the following month.
  - Review expectations of mentor/protégé relationship.
  - Discuss and problem-solve specific issues (items that are specific to each protégé).

- 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.
    - Use curriculum guide to assist in preparing for the month ahead.
    - Discuss the way your department assesses and determines grades.
  - Semester deadlines
  - Exams
  - SOL remediation
  - Report Cards - review grading and report procedures.
  - New rosters and schedules (for those who have a change for second semester)
  - Incorporating technology to enhance lessons, Google Classroom, PBL, and personalized learning

- ORGANIZATION
  - Replenishing supplies
  - Review organizational systems for effectiveness, modify if necessary.

- CLASSROOM MANAGEMENT
  - Discuss: what is working, what needs modified?

- MISCELLANEOUS
  - Review delay and closing procedures
  - Questions and concerns
  - Celebrate success!

**LOOKING AHEAD**

- Black History Month
- Valentine’s Day
- February 17 - Holiday (Presidents’ Day)
FEBRUARY

- **RELATIONSHIPS**
  - 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).

- **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.
    - Use curriculum guide to assist in preparing for the month ahead.
    - Discuss the way your department assesses and determines grades.
  - Differentiation - what is the evidence of differentiation in the plans and in the classroom?
  - Assessment - review and share ideas for the following:
    - Formative
    - Summative
    - Recording grades
  - SOL Remediation
    - Preparing students
    - Incorporating technology to enhance lessons, Google Classroom, PBL, and personalized learning

- **ORGANIZATION**
  - Revisit sub folder - make necessary changes
  - Licensure and professional development
  - *MyLearningPlan* - ensure protégés know how to keep track of recertification points in “My Profile”.

- **CLASSROOM MANAGEMENT**
  - Discuss: what is working, what needs modified?
misellaneous

- Black History Month
- Questions and concerns
- Celebrate success!
- ______________________________

looking ahead

- Read Across America Day is March 1.
- March is Music in Our Schools Month.
- March is Women’s History Month.
- March is National Nutritional Month. Check out www.eatright.org
- March 3 – Student Holiday (Staff Development Day)
- March 26- End of Q3
- March 27- Student Holiday (Staff Development Day)
MARCH

- **RELATIONSHIPS**
  - 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).
  - Observations - assist protégés in preparing for a formal observation by the principal.

- **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.
    - 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
  - Incorporating technology to enhance lessons, Google Classroom, PBL/PBA, and personalized learning

- **ORGANIZATION**
  - Transfer process - refer protégé to the LCPS website for an explanation of the process.

- **CLASSROOM MANAGEMENT**
  - Discuss: behavior issues of particular groups or individuals and assess behavioral interventions
  - Brainstorm: what needs modified?

- **MISCELLANEOUS**
  - Questions and concerns
  - Celebrate success!

**LOOKING AHEAD**

- April 6-10- Spring Break (Holiday)
**APRIL**

**RELATIONSHIPS**
- 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).

**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.
  - 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
- SOL testing schedule
- Incorporating technology to enhance lessons, Google Classroom, PBL, and personalized learning

**ORGANIZATION**
- Supply order for next year

**CLASSROOM MANAGEMENT**
- Discuss: behavior issues of particular groups or individuals
- Brainstorm: what needs modified?
- Expectations for quality student work

**MISCELLANEOUS**
- Apples for Teachers
- HotChalk Lesson Plans
- Questions and concerns
- Celebrate success!

**LOOKING AHEAD**
- Go over schedule for SOL tests.
- May 25 - 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 that are specific to each protégé).

☐ CURRICULUM AND INSTRUCTION
  o Check on pacing, planning, and grading.
    • Protégés are to bring plan book to the meeting. Ensure 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 Blended Learning: Incorporating technology to enhance lessons, PBL/PBA, and personalized learning
  o Lesson/teaching suggestions for post-SOL days!

☐ ORGANIZATION
  o Deadlines for 4th quarter
  o End-of-year/close-down procedures

☐ CLASSROOM MANAGEMENT
  o Discuss: behavior issues of particular groups or individuals
  o Brainstorm: what needs modified in your classroom for next year?

☐ MISCELLANEOUS
  o Memorial Day is May 25th
    • Use videos from these sites:
      □ Safari Montage
      □ www.history.com

  o Questions and concerns & Celebrate success!

LOOKING AHEAD

- June 10- Last Day of School for Students/End of Fourth Grading Period!
- June 11-12 - Planning/Records/Conference Days
- The last day for teachers is June 12!
JUNE

□ RELATIONSHIPS
  o Collaborate and share ideas for next year
  o Discuss and problem-solve specific issues (items specific to each protégé)
  o 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 that the protégé has a reference for next year).
    • What can be done over the summer months?
    • What professional development should be planned for the future?
  o Transitioning students
  o Celebrate the end of the protégés first year of teaching!!!