

MENTOR 1ST YEAR, 1ST QUARTER

Interaction Topic:

Other

Date of Meeting

Start and End Time

Location:

First Quarter Activities:

- Meet and get acquainted before school starts
- Provide orientation to staff and building.
- Discuss and fill out preparation for beginning of school form (Return by August 22).
- Discuss beginning teacher/Mentor calendar. Put appropriate dates on personal calendars.
- Set up regular meeting times. Meet every day for two weeks.
- Schedule classroom observations. Mentor needs to observe beginning teacher at least once before the end of September.
- Discuss grading procedures and review procedures for posting grades.
- Conference about first quarter grades.
- Review curriculum. Mentee should receive curriculum guides from curriculum office at new teacher training.
- Discuss Parent/Teacher conferences.
- Review special education procedures to ensure all IEP's are correctly implemented.
- Discuss end of course exam procedures - High School

Comments/Explanations:

Attachments:

Attachments:

Attachments:
