

## MENTOR PREPARATION FOR THE BEGINNING OF THE SCHOOL YEAR

---

### Preparation for the Beginning of the School Year

#### *Room Environment*

- ☐ Arrange tables/desks considering student movement and safety
- ☐ Discuss organization of books, supplies, student supplies
- ☐ Check access to all technology
- ☐ Set up for Open House

#### *Procedures:*

- ☐ Obtain student textbooks and create a plan for distribution
- ☐ Obtain teacher supplies
- ☐ Review records and IEPs/504s
- ☐ Plan for student supplies
- ☐ Prepare seating chart, name tags, folders, etc.
- ☐ Review procedures for lunch, recess, hall, arrival and dismissal
- ☐ Review log-in for Infinite Campus
- ☐ Review school policies for absences, early dismissal, assemblies
- ☐ Review and post emergency procedures
- ☐ Review procedures for attendance
- ☐ Review grading policies and record keeping
- ☐ Establish procedures for restroom, drinks, pencil sharpening, cell phones, etc.
- ☐ Introduce your mentee to other staff

#### *Instructional Planning:*

- ☐ Access curriculum in SchoolNet
- ☐ Have a plan for communicating course content and grading policies
- ☐ Prepare a substitute folder
- ☐ Discuss the school's assessment procedures
- ☐ Prepare daily schedule
- ☐ Prepare week one lesson plans

#### *Behavior Expectations and Procedures:*

- ☐ Discuss building safety drills and emergency procedures
- ☐ Know the school's discipline referral process
- ☐

- ☐ Establish teacher expectations and communicate to students
- ☐ Establish a classroom management plan
- ☐ Be aware of schoolwide behavior expectations and incentives
- ☐ Establish classroom rules - this can be done collaboratively with students

---

---

---

DO NOT SUBMIT  
MENTOR WILL SUBMIT  
THROUGH TALENTED RECORDS