

## MENTOR 1ST YEAR, 1ST QUARTER

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*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:*

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*Attachments:*

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*Attachments:*

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