

Planning for a Successful Year

The following topics each month are suggestions based on data collected from mentor and mentee ideas over the years. They are not topics set in stone and will differ slightly for each grade level. They are meant as a guideline to assist both mentor and mentee in planning ahead with helpful talking points each month.

See checklist *Before School Starts*

September/October...

<p>Parent Teacher Conferences:</p> <ul style="list-style-type: none"> * Parent teacher conference policies *Who schedules *Length of time *What is shared *Student participation *Documentation *Other employees sometimes present 	<p>Student Information:</p> <ul style="list-style-type: none"> *Students who are in transitional housing *Students who live in shelters *Students who are bussed *Students in after-school daycare *Students who begin school after the afterschool start date *Student medication *Student health concerns
<p>Curriculum:</p> <ul style="list-style-type: none"> *Curriculum Planning and expectations *Resources available and who to go to for information in your school and in the district **Student engagement 	<p>Assessment Issues:</p> <ul style="list-style-type: none"> *Types of assessments throughout the year * How to report progress *Report cards *Infinite Campus * Common Unit Assessments * Proficiencies
<ul style="list-style-type: none"> * 504/IEP Procedures *Dyslexia *ESL Other... 	<p>Portfolio Procedures:</p> <ul style="list-style-type: none"> *What is included *Storage *What is the format (i.e., electronic)
<ul style="list-style-type: none"> *Professional Development Opportunities 	<ul style="list-style-type: none"> *Work Orders/Maintenance *Help Desk Ticket
<ul style="list-style-type: none"> *Extracurricular school activities/duties/responsibilities 	<ul style="list-style-type: none"> *Special Ed referral procedures
<ul style="list-style-type: none"> *Homework Policies 	<ul style="list-style-type: none"> *In service days/teacher workdays
<ul style="list-style-type: none"> *Classroom Procedures/Expectations 	<ul style="list-style-type: none"> * Grade level department or faculty meetings
<p>Field Trip Policies:</p> <ul style="list-style-type: none"> *Chaperones *Permission slip policies *Procedure for money collection *Policy for students who are unable to pay *Emergency contact policy 	<p>Classroom Party Policies:</p> <ul style="list-style-type: none"> *Students with food allergies *Room parents *Planning

September/October...

<p>All School Assemblies: *All school music programs *Concerts *Pep rallies *Open house *Other</p>	<p>Classroom Volunteer Procedures/Policies: *Parents, grandparents, etc. *College students Community visitors *Other</p>
<p>Teacher Evaluation: *Procedures and policies * Conversations on Instructional Strategies *Walkthroughs *Meetings with principal to discuss formal evaluation procedure</p>	<p>*Homecoming festivities *Student and staff birthday procedures and policies *Colleague and teaming/department communication *Introducing para educators into your classroom</p>
<p>School related clubs/programs-before and after school *Monthly mentor Google doc update * Whole group mentor/mentee meetings-attendance is expected</p>	<p>*Responding to parent emails/parent communication * Maintaining Accurate records & documentation * IC Infinite campus</p>

November/December

<p>*Continue review of checklists Planning Questions: *Activities & procedures *Formative assessment *Grouping of students *Materials needed *Mentor observations/check ins *Monthly mentor Google doc update</p>	<p>*School culture in each school *Colleague and teaming communication *Communication with para educators-how best to assist in the classroom/roles</p>	<p>*Responding to parent emails/parent communication * Colleague and teaming/department communication</p>
<p>*Getting to know your students</p>	<p>* Classroom Management expectations and procedures</p>	<p>*Classroom Observations * Maintaining Accurate records & documentation</p>
<p>*Student work</p>	<p>*Student needs and behavior</p>	<p>*Visiting other teachers' classrooms</p>
<p>*Instructional practices and goal setting * Conversations on Instructional Strategies * Prior to Thanksgiving: preparing for principal observations</p>	<p>*Curriculum alignment *Student engagement * Student concerts</p>	<p>*Coming to mentoring meetings prepared with discussion points, student work, instructional practice ideas and classroom management questions</p>

December/January

<ul style="list-style-type: none"> *Classroom Environment *Colleague and teaming/department communication *Communication with para educators * Conversations on Instructional Strategies *Monthly mentor Google doc update 	<ul style="list-style-type: none"> *Preparing for holiday breaks * Holiday parties-expectations *Managing student behavior *Responding to parent emails/parent communication * Maintaining Accurate records & documentation
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February/March

<ul style="list-style-type: none"> *Classroom Environment *Mentor Observations /check ins * Conversations on Instructional Strategies *Parent Teacher Conferences 	<ul style="list-style-type: none"> *Preparing for holiday breaks * Holiday parties-expectations *Managing student behavior
<ul style="list-style-type: none"> * Whole group mentor/mentee meetings-attendance is expected *Monthly mentor Google doc update 	<ul style="list-style-type: none"> *Responding to parent emails/parent communication * Maintaining Accurate records & documentation

April/May

<ul style="list-style-type: none"> *Classroom Environment *Preparing for holiday breaks *Managing student behavior *Mentor observations/check ins * Conversations on Instructional Strategies *Monthly mentor Google doc update * Reflective conference together-discuss on going log of mentor/mentee reflections and observations * Preparing for principal observations *May Mentor celebration 	<ul style="list-style-type: none"> *Grades *Responding to parent emails/parent communication Student concerts Student plays *Preparing for holiday breaks *Field Trips * Maintaining Accurate records & documentation * Planning master schedule for next school year
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June

<ul style="list-style-type: none">*Classroom Environment*Responding to parent emails/parent communication*Reflecting on the school year and planning ahead for next year* Conversations on Instructional Strategies-what worked, what to try differently*Monthly mentor Google doc update	<ul style="list-style-type: none">*Preparing for transitions for next year and end of the year planning and reflection*Managing student behavior* Maintaining Accurate records & documentation to assist with planning for next year* Summarize and discuss goals for next year*Field Trips* End of the year parties
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* Adapted and designed from multiple sources by Dr. Jacqueline Gale to meet the needs of this district's mentoring program.