

Plainville Public Schools

Educator Induction Calendar & Mentor Log

2026-2027

Intent and Use of the Educator Induction Calendar

The Educator Induction Calendar serves as a monthly guide and log for mentors to use with new educators. The purpose of the calendar is to remind mentors and new educators of important topics to be addressed throughout the school year. The calendar is not intended to be a limiting document. Although each topic is assigned to a specific person at a specific time, these recommendations are flexible and may be addressed collaboratively, or not at all if the new educator is comfortable and confident with the suggested topic.

More topics are addressed at the beginning than at the end of the calendar. This reflects the quantity of topics that are important to new teachers early in the school year. Some of the topics may be revisited in more depth at a later date. Conversely, if new educators need to know something earlier than it appears on the calendar, they should share that with their mentor. Everyone involved in the induction process should feel free to ask questions or provide information when necessary or appropriate regardless of the proposed timeline. Ultimately it is up to the mentor and new educator to determine which topics are appropriate, timely, or need to be addressed, even if they are not suggested on the calendar.

- Please **check the box*** beside each item as it is addressed. In the notes section, the mentor should **indicate the date(s)** and **hour(s)** the topic was addressed and include a **brief summary** of the discussion. A bulleted list is fine.
- Mentors and new educators must **date and sign the calendar, and mentors are responsible for forwarding it** to the Superintendent in order to receive compensation. Therefore, notes kept on the calendar should not be of a personal or confidential nature.

It is expected that mentors and mentees meet together **at least three times per month** for the duration of the new educators' first and second year.

* To check a box, click to select (highlight) a column of boxes or click a second time to isolate a single box.

Mentor:

New Teacher:

September

<u>Mentor</u> ☐ Meet with Mentor Coordinator(s) to review expectations Mentee Meetings Teacher Criteria ☐ Observation expectations ☐ Assigning and grading classwork and homework ☐ Reviewing student cumulative folders ☐ Review schedules (specialists) ☐ Classroom organization ☐ Curriculum ☐ Back-to-School Nights ☐ Review school events calendar ☐ Purpose and administration of beginning-of-year benchmark assessments ☐ Prepare beginning teacher for self-assessment and goal setting meeting with principal/evaluator - Deadline for submission in Teachpoint is November 6, 2026 ☐ Taking care with social media Special Education Criteria ☐ Navigating and generating IEPs ☐ Creating a teaching schedule ☐ Providing IEPs to classroom teachers and specialists ☐ Scheduling and running IEP and 3-year re-evaluation meetings ☐ Writing a 3-year re-evaluation report ☐ Understanding the co-teaching model ☐ Understanding inclusion and pull-out services ☐ Ensuring curricular access to all students	<u>New Educator</u> ☐ Create goals in preparation for goal setting meeting with your evaluator ☐ Meet with building principal/evaluator to get assistance in self-assessment and goal-setting process by October 16, 2026. Goals must be completed in Teachpoint (Vector) by November 6, 2026. ☐ Determine and implement your communication system with/for families. Have you met the following staff members? If not, ask your mentor to introduce you to: ☐ Learning specialists or special education liaisons (IEP) ☐ ELL Teacher/Coordinator ☐ Adjustment counselor (504) ☐ Nurse ☐ Technology Support Staff ☐ School Psychologist ☐ Secretaries and Specialist Teachers ☐ Custodian(s) ☐ School Resource Officer (SRO) Developing Classroom Culture • Consider how you are developing your classroom culture. What support do you need? • Have you started making personal connections to students? What are their interests? What are their strengths? • Are there things about their culture or background that are important for you to know as their educator? • Where will you find entry points to getting to know your students as individuals?
<u>Check with your Building Principal for information on:</u> ☐ Self-assessment and goal-setting ☐ Curriculum and Back-to-School Night expectations	<u>Check with Technology Team on:</u> ☐ School Brains report cards ☐ Open Architects data warehouse ☐ Software, digital licenses, apps, etc. ☐ Any technology education needs, if any

Mentor:

New Teacher:

☐ What to expect in an observation	
<u>Meeting Dates and Hours</u>	<u>Summary of Month</u>

October

<u>Mentor</u> Mentee Meetings ☐ Well-structured lessons ☐ Culturally proficient communication ☐ Conducting a parent conference ☐ Peer observation of new educator with feedback Remember that the beginning teacher will have a first observation <i>before</i> December 1, 2026	<u>New Educator</u> ☐ Peer observation of mentor or other experienced educator
<u>Check with your Building Principal for information on:</u> ☐ Report cards procedures and expectations	<u>Check with your Technology Team Member on:</u> ☐ School Brains report card <u>Check with Special Education Team on:</u> ☐ IEP and Progress Reports
<u>Meeting Dates and Hours</u>	<u>Summary of Month</u>

November

<u>Mentor</u> Mentee Meetings Teacher Criteria ☐ Analysis and Conclusions (looking at student learning data, including assessments such as STAR literacy and math, state assessments (MCAS, ACCESS), local assessments (Acadience math screener, thinkSRSD writing assessment) ☐ Struggling students (working with, assessing, using data to adjust instruction, and BEST process) Special Education Criteria	<u>New Educator</u> ☐ Meet the BEST facilitator ☐ <i>Optional:</i> Observation of BEST Meeting for a student in another class Observations • December 1, 2026 is the deadline for your first observation. Considerations • <i>How you will prepare for parent conferences. What support can your mentor or other experienced colleagues offer you?</i>
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Mentor:

New Teacher:

☐ Writing IEP progress reports ☐ Amending an IEP ☐ MCAS accommodations - how they are written into IEPs and utilized regularly in the classroom ☐ Intensive special education - MCAS Alt Portfolios	• <i>What data am I using to assess ongoing student progress or areas for intervention?</i>
<u>Meeting Dates and Hours</u>	<u>Summary of Month</u>

December

<u>Mentor</u> Mentee Meetings ☐ Student motivation ☐ Safe learning environments ☐ Collecting evidence for Educator Evaluation ☐ Managing stress - the personal and professional balancing act	<u>New Educator</u> ☐ Prepare evidence on elements and goals for Educator Evaluation
<u>Meeting Dates and Hours</u>	<u>Summary of Month</u>

January

<u>Mentor</u> Mentee Meetings ☐ Professional collaboration ☐ Identifying and monitoring students performing below grade level benchmarks ☐ Peer observation of new educator with feedback ☐ Beginning teacher will need to submit Educator Evaluation Evidence by January 8, 2027 Mid-Year Check-in by January 30th ☐ Provide a signed and dated copy of the mentor log to your program coordinators and superintendent	<u>New Educator</u> ☐ Observation of mentor or other experienced educator ☐ Submit Educator Evaluation evidence on elements and goals by January 8, 2027 ☐ Sign mentor log Considerations • <i>Despite my efforts, am I concerned about some of my students?</i> • <i>What are the barriers that these students are facing?</i> • <i>What are the steps that I could be taking to address the concerns?</i>
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Mentor:

New Teacher:

	Who are the go-to people in my building who can help me navigate any challenges?
<u>Meeting Date(s) and Hours</u>	<u>Summary of Month</u>
New Educator Signature	Date:
Mentor Signature	Date:

February

<u>Mentor</u> Mentee Meetings ☐ MCAS testing protocol ☐ Ensuring all students are meeting learning goals Note: The administrator will complete the beginning teacher's mid-cycle formative assessment report with a target date of February 5, 2027	<u>New Educator</u> ☐ <i>Optional:</i> Peer observation of mentor or an experienced educator Your administrator will complete your mid-cycle formative assessment report with a target date of February 5, 2027 If requested a formative assessment meeting can be held with a target date of February 26, 2027
<u>Meeting Dates and Hours</u>	<u>Summary of Month</u>

March

<u>Mentor</u> Mentee Meetings ☐ Placement process and/or placement concerns	<u>New Educator</u> ☐ Peer observation of mentor or an experienced educator ☐ Prepare additional evidence on elements and goals Considerations - How will I set up my peer observation? What would I like to see "in action?"
<u>Meeting Dates and Hours</u>	<u>Summary of Month</u>

Mentor:

New Teacher:

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April

<u>Mentor</u> Mentee Meetings ☐ Revisiting timelines - How do I get it all done? ☐ Review school events calendar ☐ Help beginning teacher with final evidence, due on May 3, 2027	<u>New Educator</u> ☐ Submit final evidence on elements and goals by May 3, 2027
<u>Meeting Dates and Hours</u>	<u>Summary of Month</u>

May

<u>Mentor</u> Mentee Meetings ☐ End-of-year classroom responsibilities ☐ Thorough review and completion of New Educator Induction Calendar ☐ Review school events calendar Special Education Criterion ☐ Transition meetings with incoming or outgoing parent and students End-of-Year Check-in by June 1st ☐ Submit a signed and dated original copy of the mentor log to your Mentor Coordinators. ☐ Retain a copy for yourself and provide a copy to the new educator.	<u>New Educator</u> ☐ Use teacher rubric to revisit professional practice goal ☐ Begin to think about year two goals ☐ Sign mentor log and obtain a copy for your records
<u>Meeting Dates and Hours</u>	<u>Summary of Month</u>

Mentor:

New Teacher:

June

<u>Mentor</u> Mentee Meetings ☐ Preparing for next year ☐ Goal-setting and planning with new educator	<u>New Educator</u> ☐ Self-reflection on the year. Were my goals met? ☐ Goal-setting and planning for upcoming year
<u>Meeting Dates and Hours</u>	<u>Summary of Month</u>
<u>Total Hours:</u>	
New Educator Signature	Date:
Mentor Signature	Date: