

Plainfield District 202 Mentor Program 2010-2011 (7/20/10)

Classroom Procedures	Building Procedures	Other
<ul style="list-style-type: none"> * Grading- Report Cards, Progress Reports, Checklists * Create/Share first week of plans w/mentor * Set up classroom w/mentor * Share and discuss classroom management/discipline policies * Attendance/Lunch count & procedures * Curriculum/materials/lesson on plan formats * Curriculum Night * 1st day class procedures * Setting the mood * Discipline * Introduce Protégé to support staff & faculty * Contact & welcome protégé before start of school to Dist. * Show where supplies are kept * Protocol students leaving classroom 	<ul style="list-style-type: none"> * School emergencies * Instruct protégé on Novell/email/CIMS/other district approved programs * Building tour * Lunchroom procedures * Arrival/dismissal procedures * Fire/tornado drill procedures * Requisitions procedures (work orders, purchase orders, custodial) * "Specialists" meet and learn * Procedure for requesting a substitute (sick, personal, and professional days) * Supervision duties and responsibilities 	<ul style="list-style-type: none"> * Copy machine * Phone use * Schedule times to meet with protégés * Inter-School mail * Staff mailbox

AUGUST 2010

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16 1st Year Teacher Induction	17 1st Year Teacher Induction	18 1st Year Teacher Induction	19 Teacher Institute	20 Teacher Institute
23 Teacher Institute	24 First day of Student Attendance Grades PreK-12	25	26	27
30	31			

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Classroom Procedures	Building Procedures	Other
<p>*Create/share lesson plans with protégés.</p> <p>*Review any classroom management ideas/concerns or student discipline issues.</p> <p>*Prepare a substitute folder.</p> <p>*Review classroom procedures/routines.</p> <p>*Assessment</p> <p>*Review standardized testing.</p> <p>*Begin preparing for student conferences.</p>	<p>*Meet w/special education teachers about IEP accommodations.</p> <p>*Check assessment schedule for your grade level.</p> <p>*Review routines for assemblies, school pictures, etc.</p> <p>*Procedure for accessing student records</p> <p>* Discuss collaboration with building specialist and other teachers.</p> <p>*Discuss building & district committees.</p> <p>*Discuss formal observation procedure.</p> <p>*Discuss implementation of technology in the curriculum.</p> <p>*How to use machines</p> <p>*Paycheck information</p> <p>*Treat them to a soda/snack or lunch break - PEP TALK!</p>	<p>* Evaluation/Process contract</p> <p>* Progress report</p> <p>* Discuss Flex team if appropriate</p> <p>* Anecdotal records</p> <p>* Parent communication</p> <p>* Positive reinforcement</p> <p>* Media center procedures</p> <p>* Work order & help desk</p> <p>* Help set-up a substitute folder</p> <p>* Call in "sick" procedures</p> <p>* Homecoming</p> <p>* Review add/drop procedures</p> <p>* DRA</p> <p>* Discuss LOP program</p> <p>* Discuss online grading program</p>

SEPTEMBER 2010

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Labor Day No School	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

(7/20/10)

Plainfield District 202 Mentor Program 2010-2011

Classroom Procedures	Building Procedures	Other
<ul style="list-style-type: none"> * Review lesson plans with protégé * Discuss parent/teacher conferences * Review report card procedures * Discuss procedures to keep anecdotal records * Observe a lesson * End six week grading period 	<ul style="list-style-type: none"> * Review building discipline procedures * Review procedures for student referrals * Encourage communications with specialists regarding curriculum * Continue to administer Terra Nova (Grades 2-8) * Any building traditions? 	<ul style="list-style-type: none"> * Have you scheduled an observation or invited your protégé in to observe? * Field trip procedures & forms * Review 1st evaluation cycle * Elementary Room mom procedures PTA parties

OCTOBER 2010

Monday	Tuesday	Wednesday	Thursday	Friday
			1	1 End of 6th Week (HS)
4	5	6	7	8
11 Columbus Day - No School	12 Teacher Institute No Student Attend.	13	14	15
18	19	20	21	22
25	26	27	28	29 End of 1st Quarter

(7/20/10)			Plainfield District 202 Mentor Program 2010-2011		
Classroom Procedures		Building Procedures		Other	
* Discuss assessment schedule * Check for discipline issues * Schedule informal observation with protégé * Discuss classroom needs or issues * End of 12 week grading period		* Remind protégé about formal observation with administrator * Review procedures for parent/teacher conferences		* Remember - What "stage" is your protégé in this month?	

NOVEMBER 2010

Monday	Tuesday	Wednesday	Thursday	Friday
1 P/T Conferences 1/2 Day School	2 P/T Conferences NO SCHOOL	3	4	5
8	9	10	11	12 End of 6th Week (HS)
15	16	17	18	19
22	23	24 Thanksgiving Recess No School	25 Thanksgiving Recess No School	26 Thanksgiving Recess No School
29	30			

(7/20/10)

Plainfield District 202 Mentor Program 2010-2011

Classroom Procedures	Building Procedures	Other
* Discuss classroom needs or issues	* Review building procedures for winter break * Mid-terms - refer to building specialist as needed	* HS - Recommendation Day

DECEMBER 2010

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17 Last day before Winter Break
20	21	22 Winter Break No School	23	24
27	28	29 Winter Break No School	30	31

Plainfield District 202 Mentor Program 2010-2011

Classroom Procedures	Building Procedures	Other
<ul style="list-style-type: none"> * Share lesson plans with protégé * Review report cards * Continue sharing ways to differentiate instruction * Review and prepare for final exams * End of 18th week grading period 	<ul style="list-style-type: none"> * Assess curricular pacing * Review assessment schedule * Re-establish classroom and building routines, including discipline * Review formal observations * Discuss and review procedures for referring students 	

JANUARY 2011

Monday	Tuesday	Wednesday	Thursday	Friday
3 Classes resume after Winter Break	4	5	6	7
10	11	12	13	14 End Semester One End of 6th Week (HS)
17 Martin Luther King Jr.'s Birthday NO SCHOOL	18 Teacher Institute NO SCHOOL	19	20	21
24	25	26	27	28
31				

(7/20/10)

Plainfield District 202 Mentor Program 2010-2011

Classroom Procedures	Building Procedures	Other
<ul style="list-style-type: none"> * Review and update substitute plans * Continue to monitor/share lesson plans * Address teacher questions and concerns about classroom management * Review anecdotal record-keeping tools * Review anecdotal records to discuss student growth * Prepare for ISAT * End six week grading period 	<ul style="list-style-type: none"> * Analyze finals & results (HS) 	<ul style="list-style-type: none"> * HS - Exploration Night

FEBRUARY 2011

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21 President's Day NO SCHOOL	22 Teacher Institute NO SCHOOL	23	24	25 End of 6th Week (HS)
28				

(7/20/10) Plainfield District 202 Mentor Program 2010-2011		
Classroom Procedures	Building Procedures	Other
<ul style="list-style-type: none"> * Last minute test questions * Review parent/teacher conferences * Address teacher questions and concerns about classroom management * Seek out other classroom management plans * Explore other classroom configurations and routines * Review report cards 	<ul style="list-style-type: none"> * Review mid-terms (if applicable) * Explain the summative evaluation 	

MARCH 2011

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17 P/T Conferences 1/2 Day School	18 P/T Conferences NO SCHOOL End of Q3
21	22	23	24	25
28 Spring Break	29	30	31	

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(7/20/10)		
Classroom Procedures	Building Procedures	Other
* Share lesson plans with protégé * Review parent/teacher conference procedure * Prepare to administer Terra Nova * End 12 week grading period	* Discuss spring events and activities * Discuss how PSAE days interrupt daily schedule and teacher responsibilities	

APRIL 2011

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Spring Break
4 Classes Resume after Spring Break	5	6	7	8 End of 6th Week (HS)
11	12	13	14	15
18	19	20	21	22 Spring Holiday NO SCHOOL
25	26	27	28	29

(7/20/10)

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Classroom Procedures	Building Procedures	Other
<ul style="list-style-type: none"> * Maintain routines and procedures through the last day of school. * Review end of year assessment. * HS - AP Tests * Textbook collection procedures * Final exam review & preparation 	<ul style="list-style-type: none"> * Follow checkout procedures for end of year. * Follow inventory guidelines for the building. * End of year ordering (curriculum and supplies). * Follow summer maintenance guidelines from checkout list. * Update cumulative folders (handled by teachers . * Return appropriate school materials. 	<ul style="list-style-type: none"> * MS - Step up Days * MS - Visits HS * High School Prom * HS seniors finish early and prepare for graduation.

MAY 2011

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12 L	13
16	17	18	19	20
23	24	25	26	27
30 Memorial Day NO SCHOOL	31			

JUNE 2011

		1	2 Tentative Last Day of School End of 6th Week (HS)	3
6 Emergency Days	7	8	9	