

Mission Valley Teacher / School Specialist Mentor Program Activity
#1: General Information Timeline: During beginning of the yr
inservice

(Please turn in to the building principal by the first day of school)

_____ (Mentee) _____ (Mentor)

Many of the following topics will be covered by the building principals, secretaries, and the faculty handbook; however, please go over each point to make sure that they have been thoroughly explained. **Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal.**

Administrative Personnel:

_____ Superintendent Bill Clark	_____ Special Ed. Director Bill Clark
_____ 9-12 Principal Randy Wild	_____ Curriculum Director Building Principals
_____ PK-6 Principal Amy Johnston	
_____ K-12 Asst. Principal & Activities Director Rod Hasenbank	

Office Personnel, Functions and Procedures:

_____ Central Office Personnel	_____ J.H./H.S. Secretarial Staff
Tasha Raines – Board Clerk	Breanna Jackson – Secretary
Anita Walker – Board Treasurer	Marlene Hittle – Handles Finances
Mary Hewes - Transportation Director/Payroll	Beth Smith – Sub Coordinator
_____ Special Service Personnel	_____ Elem. Secretarial Staff Bailey Becker -
Secretary/MIS Clerk	Kim Johnston - Secretary
	Holly Borsdorf - Handles Finances
	Beth Smith - Sub Coordinator

_____ Phone Number (866-557-6686)

_____ Fax machines
(785-409-6218 - J.H./H.S.; 785-409-6219 - Elem.; 785-409-6433 - Sped; 785-409-6216 - District Office)

_____ School forms (Office and School Website)

**Requisitions (District Money) • Activity Fund Claim Voucher (Local Money) • Purple Requisition (Petty Cash)
Activity Fund Claim Voucher (Local Money) • Claim Voucher (Pink) • Extra Duty • Mileage Claim • Leave
Forms • Transportation Request • Student Improvement Referral (STARS and CSI)**

Faculty and Support Staff:

____ Teachers (Class schedule attached) ____ Social Worker/Elem Counselor: Mary Masilionis
____ Nurse: Josie Marcotte – Special Ed Office ____ Director of Maintenance: Ryan Johnston
____ Technology Coordinator: Justin Duncan/Jeannie Browning ____ Food Service Director: Kathy Mickey
____ Food Service Personnel: Marva Bays (Head cook) ____ Transportation Director: Mary Hewes
____ JH/HS Counselor: Jamey Hancock: School Counselor ____ School Psychologist: Katherine Burnett
____ Title 1/Reading Specialist: Kristi Kemp

____ Special Ed Department:

Kasi Kraus (H.S. Teacher) Stephanie Frost (Deaf/Hard of Hearing)

Autumn Bohn (J.H. Teacher) Cris Teeter (Wed) (Physical Therapist)

Annie Thomas (K-6 Teacher) Caryn Gustin (Speech Pathologist)

Margo Rudeen (K-6 Teacher) Sheryl Harrington (Tues/Thurs) (OT)

Paige Meek (K-12 Low Incidence Teacher)

____ (ECSE/At Risk Preschool) Paige Meek

____ (Assistive Tech) Jeannie Browning

____ Custodians (stress teacher/custodian relationships: custodians are invaluable – cultivate friendships)

Jackie Martin

Rhonda Jones

Matt Bisnett

Melissa Schlesener

John ??

Ryan Johnston (Facilities)

Professionalism:

____ Contract Time - 7:30am - 3:45pm

____ Dress Code

____ Confidentiality

____ Personal Cell phone Usage

____ Personal Social Media

Teacher Evaluation Process:

- ____ Overview of Evaluation Process
- ____ McRel self assessment & goals completion
- ____ Help mentee with plans for first formal observation from principal

Facility:

- ____ Parking
- ____ Building Keys/ Fobs
- ____ Location of special places: copier, mailboxes, lounge, restrooms, cafeteria, music/band room, art room, gymnasium, computer labs, media center, SPED office (Facility Tour)

General:

- ____ Extra-duty list
- ____ Location of supplies
- ____ Inter-school Mail

Emergency Procedures:

- ____ Fire drill; tornado drill; emergency procedures
- ____ Go over floor plans
- ____ Crisis Plans

Daily Routines:

- ____ Bell Schedules (1st Day and Regular Daily Schedule attached) - classes, passing, lunch
- ____ Attendance - Taking and submitting
- ____ Tardies
- ____ Announcements – how do you turn in announcements? When are they given? (HS)
- ____ Routines for hallway behavior, recess, lunch (lunch count), bus, etc.
- ____ Identify students who are on an IEP/GEI/504
- ____ Aides/Paras

Discipline:

- ___ Discipline Procedure - Office Referrals
- ___ Managing Student Behavior – Classroom management strategies/procedures/forms/rules
- ___ Parent Communication (Positive and Constructive) - Phone calls, emails, Powerschool
- ___ Detentions (HS)

Leave:

- ___ Substitutes – necessary forms and procedures for obtaining a sub
- ___ Assist in setting up Substitute Folder, if not already done
- ___ Arrival/departure times - what to do if you need to leave early or arrive late

Technology:

- ___ E-mail
- ___ Powerschool
- ___ Saving and Organizing Digital Files (Google Docs)
- ___ Technology Support - Ticket for Justin or Email Jeannie
- ___ Infinitac--Contact Mr. Clark
- ___ PD Toolbox--**Contact Mr. Clark**

Use of Equipment:

- ___ Phones
 - Usage
 - List of room numbers and phone extensions
- ___ Promethean Boards/TVs
- ___ Copier
- ___ Laminator (Elementary Office)

Classroom and Organization:

- ___ Room Set-Up - seating arrangement, bulletin boards, etc.
- ___ Locating Class Rosters
- ___ Classroom Schedule

____ Collaboration Schedule

____ Classroom Inventory (they need to sign off on the inventory that they are inheriting)

Curriculum:

____ Locating and using aligned Curriculum

____ Assessments

- QPS (Quick Phonics Screener) - Interventionist & Sped as needed
- PAST (Phonological Awareness Skills Test) - Interventionist & Sped as needed
- Aimsweb (Rdg & Math Assessment) - Elem only
- MAP (Measure of Academic Progress) - JH/HS only
- State Assessments - Grades 3-12

____ Textbooks and Resources (Available and Required)

School Improvement:

____ PLC Organization (Schedule, Expectations, Student Activities, etc.)

____ Professional Development Goals (PDP Toolbox)

The First Day:

____ Classroom rules, regulations and guidelines

- Student Handbook Review
- Homework/Grading policy
- Cell phone policy

____ Procedures and routines

- Textbook checkout
- Hall passes
- Restroom
- Library
- Sign-out/sign-in procedures

____ Playground Rules

____ Help prepare lesson plans for the first 3 days

____ Assembly

Upcoming Events:

- ____ Back to School BBQ
- ____ Open House

District Calendar:

- ____ Progress reports/Grade Cards
- ____ Parent/Teacher Conferences
- ____ Breaks

Activity Time Log

Beginning Time
Ending Time

Mentee's signature

Mentor's signature

Date

Due date: First day of school

**Mission Valley Teacher / School Specialist Mentor Program Activity #2: General
Information Timeline: August** (Please turn in to the building principal by end of August)

_____ (Mentee) _____ (Mentor)

Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal. .

Meetings/Committees:

- _____ Faculty Meetings
- _____ Collaboration Meetings
- _____ Board of Education Meetings (Third Monday of every month)
- _____ Site Council Meetings
- _____ PDC (My Learning Plan)
- _____ GEI (General Education Intervention)
- _____ IEP Meetings (Procedures, etc.)

Student Information:

- _____ Be aware of students with special concerns
 - Health
 - Academic
 - Behavior
 - Other

Student Academic Progress:

- _____ GEI Referral Process (Collecting Data)
- _____ PowerSchool
- _____ Grade book - If not already done, help record grades
- _____ Evaluating Students' Scores: Aimsweb (K-6) and MAP (7-12)
- _____ Intervention Process

- Dividing students into groups
- Activity resources

____ Calls and notes going home – positives and concerns - how to approach parents

- Develop a plan for parental communication and documentation

SPED:

____ IEP's/Goals and SPED communication & procedures

____ Accommodating and modifying tests and assignments in all classrooms. (SPED)

____ Confidentiality (behavior plans)

504 Plans:

____ Communication & procedures

____ Accommodations & modifications

____ Confidentiality

Supplies and Materials:

____ Help obtain needed supplies/materials - show how to do requisitions, if necessary, at this point

Professional Development:

____ My Learning Plan and forms

____ Teacher Evaluation (McREL)

Transportation:

____ Vehicle Request

____ Bus Request

Upcoming Events:

____ Progress Reports Due

____ Parent Teacher Conferences

Other items that would have been helpful at this time:

Any other suggested changes:

Activity Time Log
Date Beginning Time
Ending Time

Mentee's signature

Mentor's signature

Date

Due date: Fourth Friday in August

Mission Valley Teacher / School Specialist Mentor Program

Activity #3

Timeline: September

(Please turn in to the building principal by end of September)

_____ (Mentee) _____ (Mentor)

Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal. .

INSTRUCTIONAL PLANNING:

_____ Strengths/Concerns in the classroom

- Scheduling
- Lesson Planning
- Resources

STUDENT PROGRESS:

_____ Progress Reports

_____ Student Improvement Referral Process (Collecting Data)

_____ Interventions/Collaboration

_____ What parents do you need to communicate with early and often so there are no surprises at the end of the nine weeks/semester?

PARENT TEACHER CONFERENCES:

_____ Elementary

- Procedures - time slots, activities for siblings
- Items to share - student work samples, test scores, behavior charts or plans
- Notifying parents of referrals or referral process, if needed

_____ Jr. High/High School

- Advisory Meetings

SPED:

____ Address accommodating and modifying tests and assignments in all classrooms. (SPED)
(Required for Read Aloud for State testing in February)

UPCOMING EVENTS:

____ Progress Reports Due

Other items that would have been helpful at this time:

Any other suggested changes:

Activity Time Log

Date Beginning

Time Ending Time

Mentee's signature

Mentor's signature

Date

Due date: Fourth Friday in September

Mission Valley Teacher / School Specialist Mentor Program

Activity #4 Timeline: October

(Please turn in to the building principal by end of October)

_____ (Mentee) _____ (Mentor)

Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal.

INSTRUCTIONAL PLANNING:

_____ Discuss classroom adaptations for special students; brainstorm ways to structure the class to accommodate learning styles and student differences.

_____ Continue to share ideas and problem solve on planning, instruction, classroom management, and student-management issues

STUDENT PROGRESS:

_____ Prepare for Parent/Teacher conferences – check with collaborating teacher. thoroughly go through the process - share techniques, set a positive tone

_____ Help with PowerSchool and preparing grades for 1st quarter. Make sure mentee has help to complete grades.

OTHER:

_____ Help with PDC forms - complete for first quarter

_____ **BYOC Update**

SPED:

_____ Address accommodating and modifying tests and assignments in all classrooms.

- (Required for Read Aloud for State testing in February)

_____ Start preparation & planning for local tests (for those grades affected)

Other items that would have been helpful at this time:

Any other suggested changes:

Activity Time Log

Date Beginning Time

Ending Time

Mentee's signature

Mentor's signature

Date

Due date: Fourth Friday in October

Mission Valley Teacher / School Specialist Mentor Program

Activity #5 Timeline: November

(Please turn in to the building principal by end of November)

_____ (Mentee) _____ (Mentor)

Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal.

SUGGESTED TOPICS OF DISCUSSION:

____ Discuss, evaluate 1st quarter – successes, grades, challenges, concerns for the rest of the semester

____ Help with PowerSchool and preparing grades for 2nd quarter. Make sure mentee has help to complete grades.

____ Continue to share ideas and problem solve on planning, instruction, classroom management, and student-management issues.

____ **Upcoming Events?**

____ Reflect on P/T conference experiences

____ Plan for last weeks of semester – special events, holidays, what to cover, final assessment

Student Progress

____ Discuss/prepare for Benchmark tests in December (Aimsweb; MAPS)

Other items that would have been helpful at this time:

Any other suggested changes: Activity Time Log

Date Beginning Time

Ending Time

Mentee's signature

Mentor's signature

Date

Due date: Fourth Friday in November

Mission Valley Teacher / School Specialist Mentor Program

Activity #6 Timeline: December

(Please turn in to the building principal by end of December)

_____ (Mentee) _____ (Mentor)

Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal.

SUGGESTED TOPICS OF DISCUSSION:

- ____ Upcoming Events?
- ____ Help complete PDC forms for the semester
- ____ Help with preparing semester exams, if applicable
- ____ Help set up PowerSchool for semester grades – make sure they have tools necessary to average and record grades. Check to see they have everything for successful reporting of grades.
- ____ Make a general plan for second semester, and a specific plan for January
- ____ Review December Benchmark scores (Aimsweb; MAPS), to regroup for interventions, if needed.
- ____ Find a way to CELEBRATE! You have completed the first semester!
- ____ Discuss state testing strategies and schedules (as applicable for those grades involved)
- ____ Review accommodations and modifications for state testing. (SPED)

Other items that would have been helpful at this time:

Any other suggested changes:

Activity Time Log

Date Beginning Time

Ending Time

Mentee's signature

Mentor's signature

Date

Due date: Fourth Friday in December

Mission Valley Teacher / School Specialist Mentor Program
Activity #7 Timeline: January

TIME FOR REFLECTION AND PLANNING (Please turn in to the
building principal by end of January)

_____ (Mentee) _____ (Mentor)

Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal.

SUGGESTED TOPICS OF DISCUSSION:

_____ Review PDC toolbox and update as necessary

_____ Reflect on effective classroom management techniques. Discuss importance of building wide consistency in regards to discipline, content and strategies.

_____ Reflect on the successes and weaknesses of first semester

_____ Set up 3rd Quarter Grade book (H.S.)

_____ Try making resolutions for changes – brainstorm ideas to improve instruction, classroom environment, planning & preparation, or professional responsibilities

_____ Challenge each other to try a new or innovative strategy - check on each other

Mentor Strategy _____

Mentee Strategy _____

_____ Discuss state testing strategies and schedules (as applicable for those subjects/grades involved)

- Read Aloud Forms

_____ Plan for spring conferences.

_____ What parents do you need to communicate with early and often so there are no surprises at the end of the nine weeks/semester?

_____ Discuss state testing strategies and schedules (as applicable for those grades involved)

_____ Review accommodations and modifications for state testing. (SPED)

_____ Begin making a list of supplies that you think you will need for next year.

- Consumables

- Classroom Supplies

Other items that would have been helpful at this time:

Any other suggested changes:

Activity Time Log

Date Beginning Time

Ending Time

Mentee's signature

Mentor's signature

Date

Due date: Third Friday in January

Mission Valley Teacher / School Specialist Mentor Program

Activity #8 Timeline: February TIME FOR REFLECTION AND PLANNING

(Please turn in to the building principal by end of February)

_____ (Mentee) _____ (Mentor)

Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal.

SUGGESTED TOPICS OF DISCUSSION:

- _____ Review the resolutions for change and discuss successes and failures.
- _____ Discuss and document below the results of your new strategy chosen in the previous activity. What is your next challenge?
- _____ Discuss the climate and culture of your building? What can you personally do to improve the culture and climate?
- _____ Discuss your mentor/mentee professional relationship. What can each of you do improve the partnership?
- _____ Progress Reports
- _____ Develop a plan for continued parental communication and documentation.
- _____ Continue discussion of state testing strategies and schedules (if applicable)
- _____ State Assessments-How can I help with the process? If giving the assessment, review all testing procedures, requirements, preparation and etc. What can others do to support this?
- _____ Plan out the last 9 weeks – what is most essential
 - MAP Testing/Data
 - Formative Test Data
 - Aimsweb Data
- _____ Plan for spring conferences.

Other items that would have been helpful at this time:

Any other suggested changes:

Activity Time Log

Beginning Time

Ending Time

Mentee's signature

Mentor's signature

Date

Due date: Fourth Friday in February

Mission Valley Teacher / School Specialist Mentor Program

Activity #9 Timeline: March

(Please turn in to the building principal by end of March)

_____ (Mentee) _____ (Mentor)

Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal.

SUGGESTED TOPICS OF DISCUSSION:

_____ End of 3rd Nine Weeks - Elem: prepare quarter grades; JH/HS: update grades for midterm

_____ Update PDC toolbox as necessary.

_____ Set up 4th Quarter Grade Book

_____ State Assessments-How can I help with the process? If giving the assessment, review all testing procedures, requirements, preparation and etc. What can others do to support this?

_____ Discuss successes and accomplishments as well as remaining challenges

_____ Discuss the climate and culture of your building? What can you personally do to improve the culture and climate?

_____ Discuss your mentor/mentee professional relationship. What can each of you do improve the partnership?

_____ Look at curriculum needs for the end of the year.

_____ Review how to fill out Requisition Forms

_____ Planning for field trips

Other items that would have been helpful at this time:

Any other suggested changes:

Activity Time Log

Beginning Time

Ending Time

Mentee's signature

Mentor's signature

Date

Due date: Second Friday in March

Mission Valley Teacher / School Specialist Mentor Program

Activity #10 Timeline: April

(Please turn in to the building principal by end of April)

_____ (Mentee) _____ (Mentor)

Please check off each item as they are discussed and turn the completed, and signed, checklist to your building principal.

SUGGESTED TOPICS OF DISCUSSION:

- ____ Communicate with parents, administration, and counselor of any students who are failing or performing poorly in your class. (Document)
- ____ Emphasize classroom management and discuss effective procedures and routines
- ____ Develop a plan of action for the final weeks of instruction
- ____ Review Teacher check out procedures
 - Go over teacher check out form
- ____ Requisition completion process and deadlines.
- ____ Update PDC toolbox
- ____ Review Student Schedules for fall, share/coordinate with the counselor. (SPED)
- ____ Review current MAP data and discuss strengths and weaknesses, develop goals for improvement.
- ____ Final Grades due _____
- ____ Discuss the climate and culture of your building? What can you personally do to improve the culture and climate?
- ____ Discuss dividing up classes for next year with collaborating teacher.

Activity Time Log

Beginning Time

Ending Time

Mentee's signature

Mentor's signature

Date

Due date: Fourth Friday in April