

Mentor Team Calendar 2017-2018

August	September	October
<p>Mentor Task:</p> <ol style="list-style-type: none"> 1. School Site Orientation – August 2. Schedule all monthly meetings and individual check-in dates 3. Talk with Principal about needs of BTs this year 4. Decide how BTs will be welcomed to the staff <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 1a & e – Lead in Classroom and Ethics ● Standard 2a, c & d – Environment, Expectations, Special Needs Students <p>Other:</p> <p>Lateral Entry BTI: August 7-12 8:30 Am – 3:30 PM</p> <p>Summer BTI: August 14 – 18 8:00 AM to 3:30 PM</p> <p>August 18: Evaluation training for new teachers in the BT Center from 8:30 AM – 12:30 PM</p>	<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Help the BTs get started 2. Work on relationship building between Team and BTs 3. Assist with PDP development. 4. Submit online log by September 30. <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. How To's for RTI, PBIS, PEP, DEP and other paperwork 2. Cum Folder Review 3. Room Set Up 4. Classroom Management Plan 5. Curriculum – Planning and Pacing Resources 6. PTO/Open House 7. Log Set Up-Parent, Discipline, etc. 8. Progress Reports 9. Planning for a substitute 10. Parent Conferences 11. Navigating the webpage 12. And other duties as assigned <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 3a – NC SCOS ● Standard 4b – Planning <p>Other:</p> <p>Mentor Update: September 14 in the BT Resource Center-3:45</p> <p>BT 1 Meeting: 9/21/2017 3:45 BT 2-3 Meeting: 9/28/17 3:45</p>	<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Deadline for Mentor Formative Assessment 1 of BTs. Submit form by October 31. 2. Submit online log by October 31. <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. Planning 2. Review of School Vision 3. Field Trips 4. Maintenance of paperwork 5. Guidance Issues including DSS Referrals 6. Looking at student work 7. Grading <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 1b – Lead in School ● Standard 2b, d & e – Diversity, Special Needs, Families ● Standard 4 a & g – Student Development, Communication ● Standard 5b – Reflection <p>Other:</p> <p>BT 1 Meetings: Prek-6 – October 5 - 3:30 PM 7-12 – October 12 - 3:45 PM</p>

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November	December	
<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Assist with problem solving current classroom management issues 2. Submit online log by November 31. <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. Report Cards 2. ClassScape and Other Data Sources 3. Create a Professional Folder 4. (HS) – New PEP for students 5. Stress Management 6. Preparing for an emergency absence (Flu Season) for teachers and students 7. Holiday Craze (parties, behavior, gifts, etc.) 8. Intentional Planning to Maintain Normalcy <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 1c – Lead in Profession ● Standard 3b-d Content, Integration, Relevancy ● Standard 5a – Data Analysis <p>Other:</p> <p>All Mentors in the BT Resource Center: November 16 - 3:45 PM</p> <p>BT 1 Meetings: Prek-6 – November 2 - 3:30 PM 7-12 – November 9 - 3:45 PM</p>	<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Deadline for Mentor Formative Assessment 2 of BTs. Submit form by December 15. 2. Check in with the Principal on BT needs for second semester. 3. Submit online log by December 10. <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. HS End of Semester Testing – Policies, Procedures 2. Discipline and Environment 3. Curriculum Check-in – Scope and Sequence 4. Resting Over Break 5. Returning from break 6. Student Motivation 7. Weather Issues and Leave 8. Review of Emergency Procedures (lock down, bomb threat, etc.) <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 1d – Advocate ● Standard 4c & e – Instruction, Critical Thinking ● Standard 4d & h – Technology, Assessment <p>Other:</p> <p>BT 1 Meeting: All BT 1s - December 7 - 3:45 PM</p>	

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January	February	March
<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Pick up any BTs Hired at semester. 2. Conducted survey of support by the Mentor Team. 3. Submit online log by January 31. <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. (EL/MS) Mid-year student assessments 2. Mid-year PDP 3. First Semester Data Analysis 4. Retention Notices 5. Reflection on Curriculum and Instruction 6. Student PEPs- (EL) revisit; (MS) revise 7. (EL) Losing TAs for spring testing <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 4 f – Student Learning Teams ● Standard 5 a <p>Other:</p> <p>BT 1 Meetings: Prek-6 – January 11 - 3:30 PM 7-12 – January 18 - 3:45 PM</p>	<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Deadline for Mentor Formative Assessment 3 of BTs. Submit form by February 15. 2. Plan a Morale Booster. 3. Submit online log by February 28. <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. Looking at student work 2. Morale Check 3. Field Trips and College Visits <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 5 a & c <p>Other:</p> <p>All Mentors in the BT Resource Center: February 15 - 3:45 PM</p> <p>BT 1 Meetings: Prek-6 – February 1 - 3:30 PM 7-12 – February 8 - 3:45 PM</p>	<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Develop a calendar of Spring Events. 2. Help BTs prepare for their summative. 3. Submit online log by March 31. <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. Looking at Student Work 2. Morale Check 3. Confidentiality and Ethics 4. Avoiding the Rumor Mill 5. Paperwork Due Dates 6. (HS) Prom, Graduation, etc. <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 1 e ● Standard 4 b ● Standard 5 a <p>Other:</p> <p>All Mentors in the BT Resource Center: March 22 - 3:45 PM</p> <p>BT 1 Meetings: Prek-6 – March 1 - 3:30 PM 7-12 – March 8 - 3:45 PM</p>
April	May	June

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<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Check in with the Principal on BT needs for end of the year. 2. Submit online log by April 30. <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. EOG information and planning 2. Looking at student work 3. Discipline 4. How to keep it in the road through the end of the year. 5. Intentional Planning and Instruction 6. Flexibility 7. Preparing for the end of the Year <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 1e – Ethics ● Standard 4 b - Planning ● Standard 5 a – Data Analysis <p>Other:</p> <p>BT 1 Meetings: Prek-6 – April 12 - 3:30 PM 7-12 – April 19 - 3:45 PM</p> <p>All BT 2-3s - April 26 - 3:45 PM</p>	<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Submit online log by May 30. <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. Testing Do's and Don'ts 2. Stay flexible and ask for help. 3. End of Year PDP 4. Grades and Report Cards <p>Focus Standards:</p> <ul style="list-style-type: none"> ● Standard 5 – Reflection <p>Other:</p> <p>BT 1s Meeting: Teacher of the Year Banquet, Newton Expo 5:00 to 7:00 PM on May 15</p>	<p>Mentor Tasks:</p> <ol style="list-style-type: none"> 1. Submit online log by June 10 <p>Session Possibilities:</p> <ol style="list-style-type: none"> 1. End of Year Close Out 2. Cum Folders 3. Stay flexible and ask for help. 4. Graduation and Award Ceremonies 5. End of Year PDP 6. Closing out your classroom 7. Grades and Report Cards 8. Mandated Days 9. Planning for your summer (workshops, grade level, team and department meetings, REST!) <p>Other:</p> <p>BT Meetings: None</p>
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