**Mentor Teacher/ Mentee Checklist**

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| **August/September/October** | **Activity/Topics** | **Date/Checklist** |
|  | Attendance and First Week Attendance |  |
| Faculty Handbook |  |
| Mailboxes for Faculty |  |
| Class Roster |  |
| Student Handbook |  |
| Textbooks |  |
| Safe Schools Plan |  |
| Copy Machines |  |
| Curriculum Standards/Benchmarks |  |
| Discipline |  |
| Duty Schedules |  |
| Emergency Procedures |  |
| Faculty Facilities |  |
| Fire Drills |  |
| Grade Book/Grading Procedures |  |
| Grade Book Management |  |
| Guidance Counselors |  |
| Seating Arrangements |  |
| Substitute Plans |  |
| How to Request a Substitute |  |
| How to Request Leave (TDE, Sick Leave, etc.) |  |
| Student Progress Reports |  |
| IEP/Inclusion/Modifications/Accommodations |  |
| Resource Materials |  |
| Schedule Meetings |  |
| Parent Communications/Conferences |  |
| Instructional Calendars |  |
| Staff Development |  |
| Homecoming |  |
| PLC |  |
|  | Location of Admin Offices |  |
|  | TSS |  |
|  | Maintenance Coordinator |  |