Mentors – here is a list of items to be sure to discuss and cover with your Mentee.

1. School Calendar
2. Time schedule
3. Daily assignments
4. Curriculum guides
5. Grading Policy
6. Grade book
7. Parent letters/ class syllabus
8. Sub plans
9. Tech equipment- overhead projectors, computers, videos, test scanners, interactive boards, etc.
10. Room arrangement
11. Teacher handbook
12. Teacher evaluations
13. student handbook
14. Lesson plans
15. Duties
16. Attendance procedures- Tardy/ Absent students
17. Class schedule
18. Building layout
19. Progress/ interim reports
20. Discipline policies- Referral policy- ALE, suspensions, detentions
21. IAT referrals (Intervention Assistance Team)
22. Assessment techniques
23. Assembly procedures
24. Staff relations
25. Special ED – IEP’s
26. 504’s
27. Copy machines
28. Teacher supplies – forms
29. Professional day/ sick day forms
30. Fire drill/ tornado procedures
31. Lock down procedures
32. Open house
33. Parent conferences
34. Parent contacts/ keeping records
35. TEA information/ contract
36. Building reps- who they are and what they do for you
37. Labor Management
38. LPDC members
39. Computer lab protocol and reservations (THS)
40. books – issuing and record keeping