



Hanover Public Schools

MENTOR / MENTEE RECORD OF ACTIVITIES

Mentor Name: _____

Mentee Name: _____

School: _____ **Year:** _____

I. Before School Opens

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Contact your mentee			
	Send an informal note to your mentee			
	Attend New Teacher Institute			
	"Setting up a Classroom" Support			
	Obtaining supplies			
	Building Tour			

II. Opening of School - First Days of School

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Emergency Procedures			
	Contact Information for key personnel			
	Health Room / Nurse location; AED location			
	Harry Wong reference – Establishing routines; classroom rules; welcoming & safe environment (Each school has copies)			

III. September

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Schedule a conference with mentee to discuss:			
	<ul style="list-style-type: none"> Identifying school policies and procedures 			
	<ul style="list-style-type: none"> Grade level initiatives/protocols 			
	<ul style="list-style-type: none"> Attendance & related records 			
	<ul style="list-style-type: none"> Classroom Management - Maintaining discipline 			

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Schedule a conference with mentee to discuss:			
	<ul style="list-style-type: none"> Keeping a gradebook 			
	<ul style="list-style-type: none"> Discuss homework, make-up policies 			
	<ul style="list-style-type: none"> Planning & guiding classroom instruction/standards of practice 			
	Schedule a conference with mentee to discuss:			
	<ul style="list-style-type: none"> Obtaining supplies 			
	<ul style="list-style-type: none"> Share system-wide publications (policies, practices, and beliefs of the district) 			
	Schedule time to periodically reflect			
	Talk about arranging for substitutes			
	Introduce to other staff including content area teachers			

IV. October

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Have coffee or lunch away from the building			
	"Drop in" to touch base			
	Write an occasional note supporting activities or events			
	Discuss and prepare for parent conferences, ideas for regular parent communication			
	Attend social gatherings or meet in some social setting			
	Review and discuss system roles, departments, and support services			
	Talk about promoting positive relationships among students and teachers			
	Review the Professional Development Handbook with Mentee			

V. November - January

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Discuss school and community traditions and district policies regarding holiday events and activities			
	Schedule a conference with mentee to discuss:			
	<ul style="list-style-type: none"> How mentee is progressing with grading 			
	<ul style="list-style-type: none"> Classroom management/discipline 			
	<ul style="list-style-type: none"> Student motivation & feedback 			
	<ul style="list-style-type: none"> Ask mentee what he/she would like to discuss 			

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Share resources for professional development:			
	• Teacher center activities			
	• Supervisor-initiated activities			
	• Local university opportunities			
	• Professional books to read			
	Make time to periodically reflect on the Massachusetts Curriculum Frameworks (CCSS)			
	“Drop in” to touch base			
	Discuss resources in the town			
	Discuss areas of concern with mentee			
	Mentor should provide a copy of the <i>mentor log</i> to mentee for first half of year prior to submitting to Mentor Coordinator. Keep copy for yourself!			

VI. February - April

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Reflect on success to date			
	Have mentee self-evaluate growth experiences and discuss “next steps”			
	Schedule more conferences			
	Talk about mentee’s priorities, concerns, challenges			
	Discuss professional organizations/opportunities			
	Share literature, research readings, and professional journals			
	Talk about the use of community resources (guest speakers, field trips, etc.)			
	Arrange with your principal for your mentee to observe other teachers teaching			
	Be specific in identifying needs and giving feedback			
	Discuss how the mentee is using multiple strategies in presenting a lesson			

VII. May – Early June

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Schedule a conference with mentee to discuss:			
	• School/classroom procedures for ending the year and final exams or testing if appropriate			

	<ul style="list-style-type: none"> Report cards and grading/student assessment 			
	<ul style="list-style-type: none"> Curriculum resources 			
	Begin to move the mentor/mentee relationship away from previously established schedules/patterns			
	Continue to focus on mentee autonomy, self-confidence, and self-direction			

VIII. End of Year

DATE	ACTIVITY	DURATION	MENTOR INITIALS	MENTEE INITIALS
	Mentor should provide a copy of the <i>mentor log</i> to mentee for second half of year prior to submitting to Mentor Coordinator. Keep copy for yourself!			
	Hold your final conference and review end of year procedures			
	Review, reflect, and CELEBRATE!			