



This mentor calendar is provided as a tool for the mentor program to use in working together. The mentor partnership is not expected to implement all of the following suggestions. Please think of this list as a menu to choose what is appropriate to meet the mentor program needs.

- Meet each other.
- Ensure the new teacher/staff knows school personnel.
- Give a tour of the building.
- Ask about any problems, concerns, and challenges that are most immediate.
- Anticipate problems, concerns, and challenges that a new teacher/staff member may have.
 - Staff Parking
 - Staff Bathrooms
 - Lounge
 - Copying
 - Supplies
 - Classroom materials
 - Etc...
- Visit other classrooms and then discuss the possible for room arrangements.
- Identify staff member who have expertise in particular areas and who would be willing to help out a new teacher/staff member.
- Provide an overview of procedures and policies; the staff handbook, school /parish policies and information.
- Processes for acquiring additional supplies, resources, and instructional materials.
- Tour the community.
- Discuss the importance of keeping parents informed about the curriculum, course content, expectations, and important dates thorough the year.
- Introduce the communication tools used at the school site such as e-mail, web sites, newsletters, agendas, etc...
- Provide an overview of the special education services and LEAD services offered.
- Be cognizant that some terms may have no meaning for some novice teachers and staff, in any case, don't assume... check for understanding by asking questions. Keep in mind we are all professionals.
- Guided in the creation of professional goals for the quarter, semester, and year.
- What does it mean to work in a Catholic School?
- What should a Catholic school classroom have in it?
- How to incorporate faith and prayer into the classroom?
- Talk about Mass.



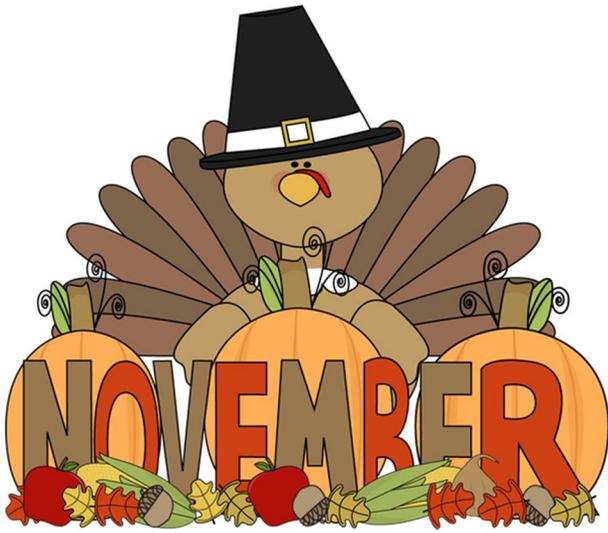
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- Review August List.
- Stop by the classroom daily to say “hello”.
- Give reminders of meetings and sit with them.
- Always speak professionally about administrative staff, support staff, and other teachers.
- Assist in the daily actions of a classroom.
- Ask about classroom schedules, procedures, and routines that are working.
- That are not working.
- Share strategies for keeping paperwork organized involving classroom and the school.
- Assist in reorganizing the classroom arrangement – if needed.
- Talk about time management.
- Talk about non-instructional assigned duties.
- Ensure knowledge of communications tools at school. E-mail, voice mail, etc...
- Share examples of your communications.
- Ask about student interactions.
- Ask about parent interactions.
- Ask how their instruction is going.
- Discuss MAPS assessments.
- Ask how they are doing.
- Talk about fire drill procedures and other safety procedures.
- Share a favorite prayer, devotional, prayer book, or bible passage.
- Talk about Mass.
- Discuss the Rice Lake Fall Conference.
- Share ways of using the Chapel for prayer and way to teach kids to pray.

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- Check balance of professional and personal responsibilities.
- Encourage and inspire – notes, conversations, a treat, etc...
- Review personal and professional goals.
- Talk about and assess delivery of instruction.
- Review student feedback procedures and grading.
- Ask about helping students understand the learning objectives/standards.
- Discuss time management both at school and after-school hours.
- Share evidence of student learning.
- Describe how students are becoming familiar with the classroom learning process.
- Discuss differentiated learning opportunities.
- Review classroom services of special needs students.
- Discuss the impact of Halloween and All Saints Day and other special events on student learning.
- Collaborate with other Mentor Teams for support.
- Talk about department teams, grade level teams, and staff meetings.
- Talk about school delays and cancelations due to weather.
- Ask how the managing of tardies, absences, and early dismissals is going.
- Talk about Parent/Teacher Conferences.
- Discuss what to do if parents become confrontational.
- Ask about parent contacts and how they are going.
- Talking about assessments and grading.
- Talk about formative and summative assessments.
- Talk about mid-quarter and progress reports.
- Review any IEP or CIEP or LEAD student documents.
- Discuss MAPS assessments and results.
- Review Prayer Corners in the classroom.
- Review and discuss other religious artifacts in the classrooms.
- Talk about the use of the Chapel.
- Talk about when, how, and why to invite a priest into the classroom.
- Discuss the Fall Conference.
- Share favorite Saint
- Discuss and share how to incorporate Respect Life Month.
- Share ways to teach / memorize traditional prayers.



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- Check previous lists and review.
 - Suggest that you walk out the door for Thanksgiving Break with no schoolwork in hand and to enjoy family and friends.
 - Discuss what can be expected between Thanksgiving and Christmas.
 - Discuss Veteran's Day.
- Ask how grades, attendance, and other record keeping procedures are going.
 - Review personnel and professional goals.
 - Remind to save receipts for tax purposes.
 - Discuss observation.
 - Discuss time management both as school and after-school hours.
 - Share evidence of student learning.
 - Discuss a successful lesson/unit.
 - Discuss a failed lesson/unit.
 - Discuss how student s have changed since the beginning of the year.
 - Talk about keeping students focused during the holiday season.
 - Suggest reteaching the rules and consequences for the classroom when students return from break.
 - Remind that reviewing schedules and routines with students after break is a good idea.
 - Remind that it is important to stay connected with parents between report cards, Parent/Teacher Conferences, and progress reports.
 - Suggest making positive phone calls home to students and/or their parents.
 - Ensure that collaboration with special needs students is occurring on a regular basis, whether it be with classroom/department/team level teacher, LEAD staff, Special Education Staff, and/or Office.
 - Discuss outcomes of Parent/Teacher Conferences.
 - Explain behavior trends in students during the holiday.
 - Talk about how to be prepared for student absences because of travel during the holiday season.
 - Ask if there were any problems with grading and/or report cards.
 - Discuss and review MAPS data.
 - Ask about their plans for Thanksgiving Break.
 - Review the liturgical calendar and seasons of the church. Touch on the new liturgical calendar.
 - Discuss Advent plans for the classroom and religion class.
 - Discuss about Christmas plans for the classroom and religion class.
 - Share ways of developing the prayer aspect of Thanksgiving.
 - Discuss / plan / review Class Masses.

DECEMBER



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- Monitor for fatigue, confusion, and/or disillusionment
- Let them know that conflicting priorities and concerns about money, family, and holiday gathers are normal at this point
- Share lessons you use to keep students learning and engaged on the days prior to Christmas Break
- Ask and share what has been the greatest challenge and brainstorm ways to alleviate the problem
- Make aware that the days for before holidays have the potential to be lost instructional time Brainstorm strategies to engage students in meaningful learning opportunities
- Discuss accumulated paper work. Help figure out ways to organize, what to discard and what/how to file
- Advise that the holidays can be either joyful or stressful for student and can impact student learning or behavior
- Remind that though this is a Catholic School, we need to be respectful to Christmas non-religious traditions – don't take away Santa!
- Discuss why major projects and tests are not good ideas on program days, right before or right after a break
- Discuss resource needs – are there any? Do they need a refill of supplies?
- Discuss which rules, routines, or procedures should be revised and in place when they return from break.
- Ask what procedure worked well for students
- Check on progress of instruction. Are they at an appropriate spot in the curriculum / textbook for this time of the year
- What are they doing for Christmas?
- What are the school / staff traditions for Christmas? Encourage participation
- Inform them about times of Christmas Masses
- Discuss how their faith has changed since the beginning of the year / their desire for Christ
- If they worship at Saint Patrick's, how has becoming a staff member changed their Mass attendance and participation
- What is their favorite Christmas hymn? Why?
- Catholic Schools Week
- Discuss how they are sustaining the Spirit of Advent in anticipation of Christmas.



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- Greet and welcome back after break
- Talk about the end of 2nd quarter / 1st semester
- Review personal and professional goals
- Discuss and evaluate the Mentorship Program and Team
- Review and discuss lesson plans
- Brainstorm strategies for struggling students
- Review intervention plans for students in need
- Discuss ideas on displaying student work in the classroom and in the school
- Provide suggestions for bulletin board ideas
- Review ways to involve students in various duties/roles within the classroom
- Discuss interactions with office and other staff
- Discuss the Formal Evaluation process – Pre and/or Post observation
- Review teacher / parent communications – newsletters, blogs, websites, etc...
- Discuss how to transition to a new semester
- Review procedures and schedules when dealing with cancelation or delay days
- Martin Luther King Jr. Day
- Ground Hogs Day
- Day 100
- Catholic Schools Week
- Mass with the Bishop
- Discuss the teaching of religion in the classroom
- Discuss prayer life in the classroom and how they share their relationship with Christ to the students
- What does it mean to them to be a Catholic School Teacher and how has their faith played a role in it



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- Valentine's Day
- Saint Patrick's Day
- Review student uniform policy
- Review and discuss appropriate professional dress
- Offer differentiation strategies that work for you or others
- Discuss Mini-Lessons and their affect as openers and review strategies
- Ask about time management in and out of the classroom
- Share "lessons learned" so far this year
- Explore the use of technology in the classroom
- Review Student Profiles – add any documentation
- Discuss procedures, policy, and past practice for planning for the next year
- Review students needs (8th Graders) for High School Plans and needs from staff
- Discuss data
- Spring Break
- Ash Wednesday
- Lent
- Share and discuss what you are giving up for Lent or what they are doing for it
- Discuss how to talk about Lent and Easter with students
- Make plans for the class to use the Chapel
- Share about a person who made a difference in your life
- How are you going with encouraging the sacredness of the Mass
- How do you prepare our students for the Sacrament of Penance
- Share your own experience of reconciliation
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MARCH



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- Spring Break
- Review personal and professional goals
- Review progression of instruction and curriculum.
- Review student learning artifacts.
- Discuss school paper work.
- Discuss collaboration involved in
- Discuss Parent/Teacher Conferences
- Check in on how parent and student relationships are going
- Reflect on student behavior and brainstorm solutions
- Discuss teacher/staff stress
- Lent
- Easter
- Discuss the Tridum
- Share a favorite faith story
- Review school policy on respect of family (non-religious) traditions like the “Easter Bunny”
- How do they incorporate and grow in their relationship with St. Patrick
- How will they celebrate the spirituality of St. Patrick’s Day



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- Celebrate Spring with a walk about the school – outside if possible
- Reflect and reminisce about the first days of school and how far you have come working together
- Review the Mentorship Program and Team
- Review curriculum and instruction progress
- Review license renewal process
- Discuss appropriate next year plans, thoughts, possibilities
- Discuss how to maintain a strong instructional program
- Identify the concepts and information that students have yet to master and how to revisit and reteach while enriching the learning of those who have mastered those concepts.
- Encourage the use of differentiated instruction
- Share possible collection and storage ideas for materials/texts that will be collected at the end of the year
- Discuss storage and disposal of confidential materials
- Discuss Spring Fever and Senioritis / Summeritis / Retirementitis is real and how to channel the energy into meaningful learning experiences
- Discuss Maps Assessments / Data
- Review field trip procedures
- Review end-of-the-year schedules, plans, and duties
- Discuss ways to ensure that students, parents, teachers, principal, pastor are not surprised by grades, communications, curriculum, instruction, goals, and plans.
- Explain summer learning opportunities for students and how to make those suggestions / recommendations about student participation
- Easter and what it means
- First Communion
- May Crowning
- Share a favorite inspirational picture or item
- Discuss religion instruction
- How has working at a Catholic school affected other aspects of your life
- How have you helped the students grow in their relationship with the Saints



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- Be sure to review end-of-the-year staff social events
- Be supportive if they are leaving the school, for whatever reason
- Discuss summer employment opportunities in the school or Hudson District
- Reflect on the year
- Complete Mentorship Program / Team evaluation
- Provide strategies to keep students focused through the end of the school year
- Assist in identifying materials they will need for next year
- Coach for summer storage of classroom supplies
- Plan out curriculum and instructional end-of-the-year goals and plans
- Graduation
- Review check out procedures
- Review ordering for next year
- Discuss end-of-the-year paperwork – Student Profiles, Cumulative Files, LEAD related documents
- Summer Plans
- Celebrate the year
- How have you helped develop a deeper relationship with Mary?