

INDUCTEE/MENTOR LOG

Inductee _____

Year _____

Mentor _____

PART I INDUCTION TOPICS (AUGUST)	Date Discussed	Comments/Questions
1. Attendance		
2. Technology		
a. E-mail		
b. Report Cards/Grades		
c. Lesson Planning Format		
d. My learningplan.com		
e. Web Pages		
f. Budget		
g. Internet		
h. Warehouse Supplies (Secondary)		
i. Professional Development Web Sites		
3. Curriculum/Standards		
a. Guides		
b. Cycle		
c. Responsibility For -		
1) Subject Area Coordinators		
2) Principal Assignments		
3) Committee Members		
d. Teacher Performance Expectations		
e. Planning Instruction (eg. Differentiating Instruction)		
4. Discipline		
5. Confidentiality		
6. Collective Bargaining Agreement		
7. Benefit Package		
8. First Day - Getting Started		
9. Map of Area		
10. District's Vision/Mission		
11. Positive Approach (Involve Counselors)		
12. Organization Structure		
13. Others		

This log should be submitted to your supervising administrator no later than **the Friday of the first full week of September.**

A copy of this log should be forwarded to the Office of Teaching and Learning (Richard Schwarzman or Michele Balliet)

Appendix F-1.0

Inductee Signature _____

Mentor Signature _____

INDUCTEE/MENTOR LOG

Inductee _____

Year _____

Mentor _____

PART II - HALF DAY WITH THE PRINC. AND/OR 1ST DAY FACULTY MEETING	Date Discussed	Comments/Questions
1. Discipline Philosophy		
2. First Day - Getting Started		
3. Policies		
a. Acceptable Use of Internet		
b. Appropriate Times to be Drinking Coffee, Soda, etc.		
c. Attendance		
d. Cell Phone		
e. Child/Student Abuse		
f. Drug Awareness		
g. Harassment		
h. Human Sexuality Instruction		
i. Penalties for Tardiness		
j. Public Attendance at School Events		
k. Student Discipline		
l. Tobacco Use		
m. Unlawful Harassment		
n. Weapons		
4. Professional Practice and Conduct for Educators		
5. School Use		
6. Health Issues including the Universal Precaution		
7. Supervision (STEPP)		
a. Focus on Required First Year Supervision		
b. Clinical/AM Supervision Cycle		
c. End-of-Year Evaluation Form		
8. LFS Components		
9. Copies of State Standards/Curriculum		
10. Others		

This log should be submitted to your supervising administrator no later than **the Friday of the first full week of September.**

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Appendix F-1.1

Inductee Signature _____

Mentor Signature _____

INDUCTEE/MENTOR LOG

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Year _____

Mentor _____

PART III - MENTORS (AUGUST)	Date Discussed	Comments/Questions
1. Building Specific Procedures		
2. Handbooks		
3. Field Trips		
4. Audio Visual Equipment/Location/Ordering		
5. IMC/Library		
6. Tour of Building		
7. Phone Chain - delays/cancellations		
8. Emergency Drills - Fire/Tornado (Keep others for later)		
9. Custodian/Maintenance Issues		
10. Discipline/Guiding Principles/Code of Conduct		
11. Leave Procedures		
12. Dismissal Procedures/Bus Transportation		
13. Substitute Calling Procedures		
14. Health Issues		
a. Animal Handling		
b. Nurse's Pass		
c. Medication Policy		
15. Resource People/Support Services		
16. Classroom Management		
a. Procedures - Sign-In/Sign-Out of Students		
b. Class Meetings		
c. How to Get Additional Resources - People and/or Materials		
17. Schedules		
18. Homework		
19. Field Trips (District Level) (Day and Overnight)		
a. Guidelines		
b. Expectations		
c. Procedures		
d. Possible Problems		
e. Disciplining While On		
20. Textbooks/Teacher Manuals		
21. Forms - Awareness and location of		
22. Parents' Night (Elementary)		

This log should be submitted to your supervising administrator no later than **the Friday of the first full week of September.**

A copy of this log should be forwarded to the Office of Teaching and Learning (Richard Schwarzman or Michele Balliet)

Appendix F-1.2

Inductee Signature _____

Mentor Signature _____

INDUCTEE/MENTOR LOG

Inductee _____

Year _____

Mentor _____

PART III - MENTORS (AUGUST)	Date Discussed	Comments/Questions
23. Nonteaching Duties		
24. Departmentalization/Teaming		
25. Assessment - District Testing, On-Going Curriculum Based Assessment		
26. Special Education And Scheduling		
27. Advisor and Extra-Curricular Responsibilities		
28. State Standards/Curriculum		
29. Professional Development Opportunities		
a. Content Area Professional Development		
b. General Education Professional Development		
30. Others		

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Appendix F-1.2 (Cont.)

Inductee Signature _____

Mentor Signature _____

INDUCTEE/MENTOR LOG

Inductee _____

Year _____

Mentor _____

PART IV - MONTHLY FOLLOW-UP WITH MENTOR (SEPTEMBER)	Date Discussed	Comments/Questions
1. Record Keeping/Grading		
2. STEPP Goals		
3. Supplies/Requisitions		
4. Emergency Manual/Fire Drills		
5. In-Service/Professional Development		
6. Student Intervention Programs - eg. IST/SAP		
7. Guidance - Scheduling of Lessons/Contact with		
8. Extra-Curricular Activities		
9. Web Site Responsibilities		
10. Monthly Newsletter		
11. Media Contact - Release Forms for Photo & Internet		
12. Parents' Night (Secondary)		
13. Others		

PART IV - MONTHLY FOLLOW-UP WITH MENTOR (OCTOBER)	Date Discussed	Comments/Questions
1. Conferences		
2. Budget		
3. Field Trips		
4. Attendance at Induction Meetings - Follow-up w/Mentor		
5. Intruder Drill		
6. Substance Abuse Procedures (eg. Search Dogs)		
7. Resource People Follow-Up		
8. Others		

This log should be submitted to your supervising administrator no later than **the Friday of the first full week of November.**

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Appendix F-2

Inductee Signature _____

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INDUCTEE/MENTOR LOG

Inductee _____

Year _____

Mentor _____

PART IV - MONTHLY FOLLOW-UP WITH MENTOR (NOVEMBER)	Date Discussed	Comments/Questions
1. Conferences (Elementary)		
2. In-Service (Secondary)		
3. American Education Week		
4. Others		

PART IV - MONTHLY FOLLOW-UP WITH MENTOR (DECEMBER)	Date Discussed	Comments/Questions
1. Pacing of Curriculum		
2. Others		

PART IV - MONTHLY FOLLOW-UP WITH MENTOR (JANUARY)	Date Discussed	Comments/Questions
1. PSSA Testing (Secondary)		
2. In-Service		
3. Attendance at Induction Meeting - Follow-up w/Mentor		
4. Others		

This log should be submitted to your supervising administrator no later than **the Friday of the first full week of February**.

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INDUCTEE/MENTOR LOG

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PART IV - MONTHLY FOLLOW-UP WITH MENTOR (FEBRUARY)	Date Discussed	Comments/Questions
1. PSSA Testing (Secondary)		
2. Others		

PART IV - MONTHLY FOLLOW-UP WITH MENTOR (MARCH)	Date Discussed	Comments/Questions
1. Special Education Issues eg. Stoppage of Classes Due to IEP's		
2. PSSA Testing (Elementary) - Possible Adaptations		
3. Tornado Drill		
4. Others		

PART IV - MONTHLY FOLLOW-UP WITH MENTOR (APRIL)	Date Discussed	Comments/Questions
1. End-of-Year Responsibilities		
2. District Post Testing - Possible Adaptations		
3. Others		

PART IV - MONTHLY FOLLOW-UP WITH MENTOR (MAY)	Date Discussed	Comments/Questions
1. End-of-Year Evaluation		
2. Hand in Completed Log		
3. Others		

This log should be submitted to your supervising administrator no later than **the Friday of the first full week of May.**

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Appendix F-4

Inductee Signature _____

Mentor Signature _____