



*Pursuing Excellence Through Partnership*

## MENTOR REQUIREMENTS FOR CERTIFICATION CONFERRAL

Mentor's Initials	Mentee's Initials	<b>Area #1: District Resources</b> <i>The mentee is familiar with . . .</i>
		Names, titles, and roles of BOE members, administrative offices, instructional, and support staff.
		District goals and initiatives.
		School district geographical locations and maps.
		School district demographics.
		School district budget process.
		Telephone operations and directories.
		Hamburg Teachers' Association bargaining agreement.
		District calendars and web-based calendar.
		School district student support services offered.
		Counselor/Guidance Office services offered.
		Related services offered (OT, Speech, PT, etc.).
		Local publications, district publications, and public relations initiatives.
		Capital Project schedules and scope of work.
		Erie 1 BOCES support services relevant to the school district.
		School District Code of Conduct.
		Fisher Bus Service transportation services.
		Family Support Center.
		Hamburg Alumni Foundation.
		Office of HPER.
		Business Office.
		<b>Area #2: Policies &amp; Guidelines</b> <i>The mentee is familiar with . . .</i>
		Location of policy manuals and directions to review policies annually and when updated.
		Anti-harassment policies.
		Dignity for All Students Act (DASA).
		Sexual harassment policies for staff and students (Title IX).
		Sexual offender notification.
		School volunteer policies.
		Staff and student Acceptable Usage Policies (AUP) for

	technology.
	Social Media guidelines.
	Copyright regulations.
	Corporal punishment policies.
	Threats of violence policies.
	Alcohol, drug, and other substances policies for school district.
	Child abuse and neglect policies.
	Civility policies.
	Code of ethics.
	Staff participation in political activities.
	Solicitation policies.
	Communicable diseases and prevention for spreading.
	Right to Know policies.
	Equal employment opportunity policies.
	Immunization requirements.
	Religious expression in public schools.
	Searches and interrogations of students.
	Tape recordings of conferences, lessons, meetings.
	Unlawful possession of weapons on school property.
	Tutoring for pay policies.
	Section 504 and IDEA regulations.
	<b>Area #3: Procedures</b> <i>The mentee is familiar with . . .</i>
	School handbooks and procedure manuals.
	School schedule and starting and end times.
	Teacher schedule (for individual mentee).
	Main Office procedures.
	Health Office procedures.
	Cafeteria procedures.
	Mailbox and inter-office procedures.
	Library Media Center procedures.
	Counselor/Guidance Office procedures.
	Auditorium.
	Faculty Rooms.
	Faculty Lavatories.
	Custodial Office and work order requests.
	Conference Rooms.
	Special Area class locations and offerings.
	Absence reporting procedures.
	Emergency procedures and safety plans (Bus drills, Fire drills, Shelter in place, etc.).
	AED devices and locations.

		Claim forms, mileage reimbursement forms.
		Professional development forms and stipend payment forms.
		Student web-page and photo release form.
		Request for printing services forms.
		Field trip processes and permission forms.
		Parent conference request forms.
		Referral to child study team forms (Rtl procedures).
		Accident reporting forms.
		Substitute teacher evaluation form.
		Grade reporting procedures and e-school (parent portal).
		Attendance taking.
		Special education procedures.
		Final exam schedules and proctoring.
		Student supervision guidelines.
		Supply purchasing procedures.
		Child Protective Services procedures.
		Assembly procedures.
		Payroll, health insurance/benefits.
		Confidentiality expectations (FERPA, HIPPA)
		Staff and student (H.S.) parking areas.
		Graduation procedures.
		Parent conference procedures.
		Fundraising guidelines and accepting gifts policies.
		Arrival and dismissal procedures.
		Student teachers and interns.
		Open house procedures.
		Student health information.
		Academic Intervention Services (AIS).
		Copy machines and functions.
		Homeless student support services.
		Residency issues/procedures.
		<b>Area #4: Instruction and Assessment</b> <i>The mentee is familiar with . . .</i>
		Common Core Learning Standards.
		NY State Testing procedures, test security, and administration.
		Curriculum maps.
		Grade reporting and report cards.
		Homework guidelines and expectations
		Differentiated instruction.
		Balanced literacy initiatives.

		APPR for Teachers.
		HEMIO rubric standards.
		Unit and lesson planning; lesson plan templates.
		TAME evaluation for Teacher Aides.
		Data collection procedures and analysis expectations.
		Response to Intervention (Rtl).
		Student Support Teams (SST).
		Student Learning Objectives (SLO's).
		<b>Area #5: Technology</b> <i>The mentee is familiar with . . .</i>
		Computer labs.
		Equipment sign out procedures.
		Information posted on the school district web-site and school web-site navigation.
		Lotus Notes e-mail and Mail Meter.
		AESOP system.
		Global Connect system.
		AIMS Web, Read 180 as applicable.
		IEP Direct.
		E-School.
		Web-page development and standards.
		CSLO training for technology.
		Technology equipment availability—use of district property.
		<b>Area #6: Professional Standards and Responsibilities</b> <i>The mentee is familiar with . . .</i>
		South Towns Teacher Center offerings.
		Has completed STTC 30 hrs. required in-service instruction
		Grant writing and grant opportunities with groups/agencies.
		Professional dress and attire suggestions.
		District committees and initiatives.
		Professional Digital Portfolio expectations for Certification Requirements.
		Community education and community resources.
		PTSA organizations.
		Ethical responsibilities within the teaching profession.
		Professional publications and writing for publication.
		Senior citizen volunteer programs.

*"I hereby certify that the above topics were covered with the mentee under my supervision and mentorship in the Hamburg Central School District and have met the time requirements of the New York State Department of Education guidelines for carrying out one full year of mentor/mentee experiences."*

**Name of Mentor** \_\_\_\_\_

**Signature of Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

*"I hereby certify that the above topics were reviewed with me by my mentor in the Hamburg Central School District and have met the time requirements of the New York State Department of Education guidelines for carrying out one full year of mentor/mentee experiences."*

**Name of Mentee** \_\_\_\_\_

**Signature of Mentee** \_\_\_\_\_

**Date** \_\_\_\_\_

cc: Department of Human Resources Upon Checklist Completion (Original)  
Copy to Principal/mentor  
Copy to Employee/mentee.

Developing Version: 4/23/12