



**Mentor Teacher Program**  
Washoe County School District  
Department of Professional Learning  
1150 Matley Lane, Suite 201  
[www.washoeschools.net/mentorteach](http://www.washoeschools.net/mentorteach)

## ***COMMUNICATION STATEMENT***

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Communication among mentors, new teachers and administrators is essential for the growth and development of novice teachers. It is the mentor's responsibility to help the novice teacher meet the expectations of the principal related to the four domains of teaching. Therefore, it is important that the mentor and administrator be "on the same page" with and for the novice teacher.

Mentors have a non-evaluative, confidential relationship with the novice teachers, which is built on trust. In order to maintain that trust, mentors do not discuss their mentee's teaching performance with anyone, including school and district administrators, except under the following conditions:

1. Mentor teachers will be able to discuss, with the mentee's permission and in the presence of the mentee, non-evaluative aspects of their mentee's performance with administrators or other mentors who may be designated as resources for the new teacher. For example, a mentor teacher and mentee might meet with the principal to discuss the principal's overall expectations of the novice teacher. The mentor teacher may not be present during the mentee's evaluations.
2. Mentors, with the mentee's knowledge and permission, may discuss the mentee's teaching performance with resource professionals whose job it is to help teachers. For example, if the novice needs help in designing hands-on science lessons, the mentor may contact the district's Science Coordinator for assistance.
3. Mentors, with the mentee's knowledge and with or without permission, may discuss the mentee's teaching performance with appropriate administrators if, in the mentor's professional judgment, the health or physical safety of the students is at risk.
4. If the mentor, mentee or administrator believes that confidentiality has been broken, that person will contact the Induction and Mentoring Administrator for assistance in resolving the situation.

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Mentor Teacher Name (Please Print)

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Novice Teacher Name (Please Print)

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Mentor Teacher Signature

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Novice Teacher Signature

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Site Facilitator Signature

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Date

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School

**Please send a copy to the Mentor Teacher Program, 1150 Matley Lane, Suite 201**

*Note: The term "mentor" includes Site Mentors, Special Ed Mentors and Site Facilitators.*