

**ALE Department  
AP/GATE Teacher Mentor Plan  
2014-2015 SY**

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**School:**

**Teacher:**

**Teacher ID #:**

**Assignment (courses currently teaching):**

Duties of the ALE Teacher Mentor:

1. Initiate initial student contact to introduce self and support role (individual and/or group – meeting, letter, individual conference, email).  
*Date:*  
*Method(s) used:*
  
2. Initiate initial parent contact (meeting, letter, email, and/or phone call) to introduce self and support role; give parents contact information; maintain regular contact with parents as necessary.  
*Date:*  
*Method(s) used:*
  
3. Inform site LSC and counselor of role and willingness to work together to support these students.  
*Date:*  
*Method(s) used:*
  
4. Twice a month (minimum): Hold group meetings before, during (lunch), or after school with identified students in order to create a peer support group.  
*Day/Time:*  
*Place:*  
*Method(s) of communication to students:*
  
5. Document all student/parent contact using AAC Students Support Form and list of all parent /student contact (both documents attached).