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

Roles/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).