

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

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).