

APPENDIX V – 28

Email to Principals

Re: AP Supports

From: Michael Konrad, Interim Director of Advanced Learning Experiences

Date: 8/18/15

Dear High School Principals,

As we did last year, the ALE department would like to provide resources to help support your students in the following ways:

1 AP Mentor per site

Each site should select an AP mentor teacher who will be paid a stipend of \$1000. The AP Mentors duties shall be:

1. Initiate initial student contact to introduce self and support role (individual and/or group – meeting, letter, individual conference, email).
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.
3. Inform site LSC and counselor of role and willingness to work together to support these students.
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.
5. Document all student/parent contact using AAC Students Support Form and list of all parent /student contact.

2 AP Tutors per site

Each site should select an AP Writing and an AP Math teacher who will be paid \$25 hourly to tutor students:

Tutoring will be a One-hour support 2x/week

Max pay for year is \$2000

Must be an AP-trained ELA or Math teacher

Must Document all student/parent contact using AAC Students Support Form and list of all parent /student contact.

AP Test Preparation Tutors

Each AP teacher at the ten high schools will offer a four-hour test-prep class prior for AP end-of-year exams.

They will be paid a \$100 stipend.

This supports the District's strong encouragement for students to take AP exam.

All ten comprehensive high schools (Catalina, Cholla, Palo Verde, Pueblo, Rincon, Sabino, Sahuaro, Santa Rita, Tucson, University) are being given these resources to provide support programs for students in AP classes, with particular outreach to enrolled African American and Latino students. If there is room, students in other AACs may also participate, again with particular outreach to enrolled African American and Latino students. Please read the information below carefully; I look forward to hearing from all of you.

Site Administrator (or designee) Responsibilities:

Select two AP teachers for the two tutoring positions and 1 AP mentor. You do not have to do anything regarding the AP Test Preparation Tutors until second semester.

Create Tutoring Plan: Each site will determine the tutoring model that best suits its needs. For example, sessions can be drop-in or prior arrangements may be necessary; specific topics might be presented or teacher is available for student needs. This plan should also include information regarding class size and schedule/location. Finally, this plan should include information regarding a recruitment plan to inform students of this opportunity.

Provide a computer lab for writing assignments if and when it is necessary.

Teacher and/or counselor should do specific outreach to African American and Latino students, especially those who do not choose to participate or who could use additional support.

Send the ALE Department (Michael Konrad/Sonia Gissart) the above information by Friday, September 4, 2015.

Tutoring services should begin as soon as possible.

Thanks so much for all you do for our students.