

SAMPLE TIMELINE FOR IMPLEMENTING THE TEXAS MIDDLE SCHOOL PROGRAM FOR AP* SPANISH

SEPTEMBER

- Establish your middle school and high schools teams for each participating school
- Identify each team member's responsibilities
- Make sure each team member has a thorough understanding of the program
- Set team meeting schedule
- Register to attend a one-day or two-day AP Overview Conference for LOTE during the fall

OCTOBER

- Outline specifics for the program
- Begin determining budget items
- Begin development of student survey and placement exam or evaluate placement exams available for purchase
- Begin development of student and parent brochures
- Set placement testing on the calendar for February

NOVEMBER

- Finish local development of survey and placement exam or decide which publisher test to purchase
- Plan January parent meeting
- Write generic parent invitation letter
- Complete parent brochure

DECEMBER

- Print surveys, placement exams, and parent brochures
- Outline process as to how surveys will be disseminated
- Outline process for administering placement exams

JANUARY

- Distribute surveys to identify eligible students
- Review surveys and identify possible course candidates
- Hold parent meeting to explain program
- Notify parents their students have been identified for program through survey
- Inform parents of placement testing

FEBRUARY

- Administer placement exams
- Select students for program
- Notify parents and students
- Establish parent/student contract for course if desired
- Register Spanish AP teacher(s) for summer AP institute

MARCH

- Work with counselors on student placement
- Research use of equipment (tape recorders/MP3 players) for testing and determine amount for budget
- Begin planning summer institute – location, transportation, instructional materials, guest speakers, field trips, etc.

APRIL

- Team meeting
- Work with textbook coordinator to order Spanish 4 books – free from the state if district selects from approved list
- Determine additional program materials and instructional materials that the teachers will need, plan for budget, and order instructional materials
- Have all summer institute materials ready for printing

MAY

- Final parent meeting of the year to discuss summer institute, transportation, etc.
- Determine curriculum writing team

JUNE

- Summer Institute
- Curriculum writing – Same as high school with MS age-appropriate activities (District may choose to write curriculum during the school year)

AT FIRST MIDDLE SCHOOL STAFF MEETING, ANNOUNCE PROGRAM TO ALL STAFF.