

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: IPB, GDA-RB

Office: Associate Superintendent for Instruction and Program Development

Out-of-School Foreign Language Programs in the Elementary Schools and Intermediate Schools, Grade 6

I. PURPOSE

To establish guidelines and procedures for planning, obtaining approval, and implementing a FLES Program in an elementary school and in Grade 6 in a middle or intermediate school

II. BACKGROUND

The Montgomery County Public Schools (MCPS) and the Montgomery County Council of Parent Teacher Associations (MCCPTA) cooperate to insure a quality Foreign Language in the Elementary School Program (FLES). MCCPTA Educational Programs, Inc. (MCCPTA-EPI), a nonprofit corporation, carries out MCCPTA's responsibility in this cooperative venture. MCPS makes every effort to provide appropriate placement of FLES students when they enroll in foreign language classes in a middle or intermediate school.

III. PROCEDURES

A. Sequential Steps in Developing and Obtaining Approval for an Out-of-School FLES Program

1. A group of interested parents forms a FLES Committee, chaired by a parent PTA member who will be a member of the PTA Executive Committee. The local school principal is an ex officio member of the local FLES Committee.
2. Members of the local FLES Committee familiarize themselves with the objectives of the MCCPTA-EPI/MCPS out-of-school FLES Program, utilizing the *Program of Studies* and materials available through the MCCPTA-EPI FLES Program.

3. Considering the factors outlined in item B. below, the local FLES Committee determines the interest in and feasibility of establishing an out-of-school FLES Program.
4. If the committee approves the development of a proposal for a FLES Program for the local school or the development of a program in cooperation with one or more other local school PTA's, the school notifies the MCCPTA FLES coordinator.

B. Guidelines for Developing a Program

1. General Considerations

In the development of a proposed out-of-school FLES Program, the local FLES Committee is responsible for assuring that:

- a) The objectives of the program are in accordance with the MCPS *Program of Studies* and with the guidelines established by MCCPTA-EPI FLES Program
- b) There is sufficient student enrollment for a continuing program

2. Requirements for a Program

- a) A FLES Program must be both nonprofit and financially self-supporting.
- b) Instruction may be offered in Grades 4-6. (Programs established prior to 1973 which have traditionally enrolled Grade 3 students may continue to do so.) Elementary schools where the sixth grade has been transferred to intermediate schools may offer the FLES Program to students in Grades 3, 4, and 5.
- c) French and/or Spanish may be offered.
- d) FLES classes are scheduled outside the regular school day as determined by the local FLES Committee and the principal.
- e) Instruction should begin the first week in October and continue through May. FLES class schedules conform to the official MCPS school calendar and MCPS emergency closings.

- f) Each FLES class should receive in a normal school week two 30-minute classes with the two class sessions scheduled on nonconsecutive days. Enrollment in any one class should not exceed 20 pupils.

C. Responsibility for Developing, Approving, and Implementing a Program

1. MCCPTA-EPI -- The Board of Directors of MCCPTA appoints, in accordance with its bylaws, an administrator for the FLES Program. The Board of Directors is responsible for general policy guidelines for the program. The administrator is responsible for implementing these policies and for administering the FLES Program. Each November the MCCPTA FLES administrator provides the area associate superintendents and the foreign language coordinator with data regarding the schools offering FLES, languages offered, and number of students enrolled.
2. Local PTA -- The local PTA FLES Committee reports to the PTA Executive Committee, to the PTA membership, and to other parents; explains the FLES Program; and interprets the policies and procedures governing the program. The FLES Committee chairperson, or an alternate, attends all workshops.
 - a) The local FLES Committee is responsible for:
 - (1) Recruiting and registering students
 - (2) Providing the necessary local administration of the program including collecting student fees, maintaining accurate records, and recruiting parent volunteers as needed
 - (3) Assisting the FLES teacher(s) as needed
 - b) The local PTA treasurer or FLES Committee treasurer forwards the teacher salary monies and the FLES administrative fees to the MCCPTA-EPI through the FLES administrator on or before the date established in the annual calendar. A separate accounting of FLES funds must be maintained by the local PTA.
3. Elementary, Intermediate, or Middle School Principal -- The principal of an elementary, intermediate or middle school familiarizes himself/herself with the objectives of the out-of-school FLES Program and provides leadership for initiating a local FLES Program. If a FLES Program is approved by the local committee, the principal is responsible for:

- a) Providing appropriate space and furnishings for FLES classes and storage space for materials used by FLES teachers
 - b) Facilitating the distribution of information, questionnaires, and forms necessary for the operation of the program
 - c) Providing clerical assistance to support the program
 - d) Establishing "sign-in" procedures for FLES teachers
 - e) Assuring that each FLES teacher submits a health certificate (See MCPS Regulation GDA-RB: *Health Examinations*.)
 - f) Reviewing the listing of students enrolled in the program and making recommendations as necessary
 - g) Providing information, as required by the school regarding Grade 6 FLES students
4. Middle or Intermediate School Principal -- The middle school or intermediate school principal, or designee, is responsible for:
- a) Determining the information to be provided to the middle or intermediate school by the FLES Program
 - b) Assuring that all FLES Program materials provided by the MCCPTA are made available to the foreign language staff
 - c) Assigning incoming students who have successfully completed a FLES curriculum to classes which are designed to build on prior foreign language experiences and preparation, insofar as possible.

Administrative History: Formerly Regulation No. 305-1, October 25, 1979; revised October 5, 1987.