

Language Access Plan

Purpose

This policy sets forth the district's commitment to support effective communication about its school programs and services with limited English proficient parents and guardians.

Scope

This policy applies to the Superintendent, administrators, staff, students, and parents and guardians.

Policy

1. The Board of Directors is committed to improving meaningful, two-way communication and promoting access to district programs, services and activities for students and parents with limited English proficiency (LEP) free of charge. To that end, the Board directs the district to implement and maintain a language access plan tailored to the district's current LEP parent population.

2. PROVISION OF SERVICES

2.1. The district's language access plan will be set forth in the procedures that accompany this policy, and address identification of LEP parents or guardians ("parents") and provision of interpretation and translation services.

2.2. Parent Identification

The district will accurately and in a timely manner identify LEP parents and provide them information in a language they can understand regarding the language service resources available within the district.

2.3. Oral Interpretation

The district will take reasonable steps to provide LEP parents competent oral interpretation of materials or information about any program, service, and activity provided to non-LEP parents and to facilitate any interaction with district staff significant to the student's education. The district will provide such services upon request of the LEP parent(s) and/or when it may be reasonably anticipated by district staff that such services will be necessary.

2.4. Written Translation

2.4.1. The district will provide a written translation of vital documents for each limited English proficient group that constitutes at least five (5) percent of the district's total parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- (a) Registration, application, and selection.
- (b) Academic standards and student performance.
- (c) Safety, discipline, and conduct expectations.

- (d) Special education and related services, Section 504 information, and McKinney-Vento services.
 - (e) Policies and procedures related to school attendance.
 - (f) Requests for parent permission in activities or programs.
 - (g) Opportunities for students or families to access school activities, programs, and services.
 - (h) Student/parent handbook.
 - (i) The district's language access plan and related services or resources available.
 - (j) School closure information.
 - (k) Any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or district policy.
- 2.4.2. If the district is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the district will still provide the information to parents in a language they can understand through competent oral interpretation.
3. All school administrators, particularly those who have the most interaction with the public such as registrars and enrollment staff, certificated staff and other appropriate staff as determined by the Superintendent, will receive guidance on meaningful communication with LEP parents, best practices for working with an interpreter, how to access an interpreter or translation services in a timely manner, language services available within the district and other information deemed necessary by the Superintendent to effectuate the language access plan.
4. The Superintendent or designee will establish procedures and practices for implementing this policy.

Related Procedures

3210P1-Nondiscrimination

Policy Cross References

3210-Nondiscrimination

4129-Family Involvement

Policy Legal References

Chapter 28A.642 RCW – Discrimination prohibition

Chapter 49.60 RCW – Discrimination – Human Rights Commission

Chapter 392-400 WAC – Discipline

WAC 392-400-215 – Student rights

Title VI of the Civil Rights Act of 1964

Management Resources

Policy & Legal News, July 2016 – WSSDA issues new Language Access policy/procedure

OSPI website: Interpretation and Translation Services

Policy History

Action:	Date:
Approved by the Board	February 14, 2018
Revised	
Revised	
Revised	