Language Access Plan

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to the benefits provided by the District for families and students with limited English proficiency (LEP). To that end, the Board of Directors requires that the District implement and maintain a language access plan. At a minimum, the plan will include the procedures that accompany this policy and reflect the District’s current LEP parent population.

The District will establish resources and develop practices that adequately notify LEP parents of information about any program, service or activity that is called to the attention of non-LEP parents. Such resources and practices will be provided free of charge.

**Written Translation:** The District will provide a written translation of vital documents for each limited English proficient group that constitutes at least 5 percent of the District’s total LEP parent population or 1000 persons, whichever is less. For purposes of this policy, “vital documents” include, but are not limited to, those related to:

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- parent handbook;
- the District’s Language Access Plan and related services or resources available;
- school closure information; and
- 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.

**Oral Interpretation:** 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, such as through oral translation of a document using an interpreter. The District will also take reasonable steps to provide competent oral interpretation of materials or information about any program, service, or activity upon request.

**Parent Identification:** District staff are required to timely and accurately identify families with language service needs and to provide such families information regarding the language service resources available within the District.

**Staff Training:** District staff will receive training on meaningful communication with LEP parents and students, language services available within the District, and how to request such services. District staff will also be trained on the interaction between this policy and the District’s policy on effective communication with students, families, and community members with disabilities.

The superintendent is authorized to establish procedures and practices for implementing this policy.

Cross references:

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<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>3210</td>
<td>Nondiscrimination</td>
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<td>4217</td>
<td>Effective Communication</td>
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