

## **Bonnie Cone Schools Plan for Language Services for LEP Parents**

At Bonnie Cone Schools, we are committed to taking reasonable steps to provide meaningful access to families with limited English proficiency (LEP) to all school services, information, and communication regarding their students. With this in mind, Bonnie Cone Schools will implement the following to the maximum extent possible:

- All enrolling families will be provided a home language survey to inquire whether a parent requires written and/or oral communication in a language other than English. These surveys will be made available in translated versions in the most common languages spoken by families in the school and the local community.
- Bonnie Cone Schools will communicate information to LEP parents in a timely manner and in language they can understand about any program, service, or activity that is shared with parents who are proficient in English, including, but not limited to:
  - Parent handbooks
  - Report cards
  - Parent/Teacher Conferences
  - Student discipline policies and procedures
  - Disciplinary hearings
  - Communications and meetings related to Special Education and related services
  - Testing information
  - Permission slips related to student participation in school activities
  - Any other information that affects a child's education or safety
- Bonnie Cone School will provide language assistance for a parent requesting it even if their student is proficient in English; the school may not rely on or ask students, siblings, friends, or other family members to translate or interpret for an LEP parent if additional assistance is requested.
- Bonnie Cone Schools may use trained bilingual staff to assist in interpretation and translation. Staff members designated to provide these services will receive annual training. If a trained staff member is not available, the school will seek interpretation assistance through a contracted service provider. Services will be provided at no cost to the parent.

U.S. Department of Justice and U.S. Department of Education. *Information for Limited English Proficiency (LEP) Parents and Guardians and for Schools and School Districts*, 20 U.S.C. § 1415(b)(4), 20 U.S.C. § 1414(a)(1)(D)(i)(II)