



Cache County School District

Policy Series 3000: General Board

Policy No. 3510 P1

Administrative Regulation

The district administration is committed to the observance of applicable laws and regulations related to Title I, Title III, and Title VI programs and promoting school, parent, and family engagement that supports students to become college and career ready.

The district administration will provide funding for school programs, activities, and procedures for parent and family engagement programs, consistent with the Elementary and Secondary Education Act as reauthorized by the Every Student Succeeds Act (ESSA requirements). The Parent and Family Engagement programs, activities, and procedures will be planned through meaningful collaboration with parents in compliance with legal requirements.

Obligation to Provide Language Assistance Services

The District shall provide translation and interpretation services to students and parents who require language assistance in order to communicate effectively with their school.

Interpretation Services

The district shall provide interpretation services during regular business hours, to parents and students who require such services in order to communicate with the district regarding critical information about their child's education. Depending upon availability, such interpretation services may be provided either at the location where the parent or student is seeking to communicate, virtually, or over the phone.

Interpretation shall be provided for, but not limited to, the following activities;

1. Classroom activities
2. Impromptu and scheduled office visits or phone calls
3. Enrollment or registration processes
4. Individual Education Program (IEP) process
5. Plan for College and Career Readiness (PCCR)
6. Fee waiver processes
7. Family and parent engagement activities
8. Student disciplinary meetings
9. School Community Councils
10. School Board Meetings
11. Other school or district activities
12. Other interactions between the parents of a student learning English and educational staff

Qualifications of Interpreters and/or Translators

Interpreters and translators may be certified and, where possible, have education- specific experience.

Translation Requirements

Translation shall be provided for:

1. Registration or enrollment materials, including Home Language Surveys and English learning program entrance and exit notifications
2. Report cards or other progress reports
3. Student discipline policy and procedures
4. Grievance procedures and notices of rights and non-discrimination
5. Parent or family handbooks
6. Requests for parent permission

Translation may be provided for, but not limited to:

1. Assignments and accompanying materials
2. Any other guidance, including guidance on when oral interpretation is preferable to written translation, to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents and family.

Approved by District Administration: January 18, 2024