

Language Access Plan

In order to allow parents and legal guardians with limited English proficiency (LEP) to make well-informed decisions about their child's education, the District will communicate vital information in a language that the parent or guardian can understand. Vital communications are those that contain information that is critical for accessing the District's educational programs or is required by law.

Parent Identification

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

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 parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include those related to:

- registration;
- program information and applications;
- academic standards, student performance, and graduation;
- student conduct expectations and discipline notices ;
- notices of rights and services for special education and related services, Section 504, and McKinney-Vento;
- school attendance requirements;
- requests for parent permission for students to participate in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student handbook;
- the District's Language Access Plan and related services or resources available;
- school closure information; and
- 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.

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 provide the information to parents in a language they can understand through competent oral interpretation.

Oral Interpretation

The District will take reasonable steps to provide LEP parents competent oral interpretation of vital oral communications, such as parent-teacher conferences, special education meetings, and meetings regarding student discipline. 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.

Staff Guidance

School administrators 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, language services available within the District, and other information deemed necessary by the superintendent to effectuate the language access plan.

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

Cross references: 3210 Nondiscrimination
 4217 Effective Communication
 4129 Family Involvement

Legal references: Chapter 28A.642 RCW Discrimination prohibition
 Chapter 49.60 RCW Discrimination – Human Rights Commission

 WAC 392-400-215 Student rights
 Chapter 392-400 WAC Discipline
 Title VI of the Civil Rights Act of 1964

Management resources: 2016 – July Issue
 [OSPI Advisory Group Materials, when available]