

NUAMES Language Access Policy/Plan

- A. Legal Authority/Requirement • UCA 53G-7-221 • UCA 53E-2-303
- B. Philosophy/Purpose Supporting students learning English, parents, and families.

Family Engagement Policy

- 1. NUAMES and its personnel should have consistent, meaningful, and timely communication in a language that parents can understand so that parents are provided with the opportunity to be actively involved in their student's education.

C. Definitions

- 1. "Interpretation" means: a. Simultaneous communication between a speaker of English and a speaker of another language
- 2. "Translation" means: a. Written communication wherein the written words of one person are communicated to another in writing in a different language.

D. Obligation to Provide and Availability of Language Assistance Services

- 1. In accordance with law, NUAMES shall provide translation and/or interpretation services to students and parents who require language assistance to communicate meaningfully with the school.
- 2. The decision to provide interpretation/translation services will depend upon the availability of personnel/technology and a judgment of how to make the communication meaningful/timely.
- 3. Interpretation services may be provided in-person, virtually, or through simultaneous- translation technology software/devices.
- 4. Translation may be provided via human-translated/reviewed documents or through software-enabled translation.

E. Guidance for Appropriate Use of Interpreter/Translation

- 1. Interpretation services should typically be provided for conversations that are necessary for parents to engage meaningfully in the education of their student.
- 2. If language services are deemed necessary for meaningful participation, interpretation should typically be provided for the following, unless translation is determined to be more meaningful/timely:
 - a. Classroom activities
 - b. Impromptu and scheduled office visits or phone calls
 - c. Enrollment and registration processes
 - d. Individual Education Plan (IEP) process
 - e. Student Education and Occupational Planning (SEOP) process
 - f. Fee waiver processes
 - g. Parent engagement activities

- h. Student disciplinary meetings
 - i. Parent Involvement Committee (PIC) meetings
 - j. Governing Board meetings
 - k. Other school or LEA activities
- 3. Translation services should typically be provided for documents that are necessary for parents to engage meaningfully in the education of their student.
- 4. If language services are deemed necessary for meaningful participation, translation should typically be provided for the following, unless interpretation is determined to be more meaningful/timely:
 - a. Registration or enrollment materials
 - b. Home language surveys
 - c. English learning program entrance and exit notifications.
 - d. Assignments and accompanying materials
 - e. Report cards or other progress reports
 - f. Student discipline policies and procedures.
 - g. Grievance procedures and notices of rights of non-discrimination
 - h. Parent/family handbooks
 - i. Requests for parent permission
 - j. Immunizations
- 5. Qualifications of Interpreters and/or Translators
 - 1. Interpreters and translators should be adults (whether employees, contractors, or volunteers) with sufficient language skills (either independently or with the aid of technology) to effectively communicate in the home language of students/parents who need interpretation/translation services.
 - a. Faculty members who have had basic training in the use of translation technology are qualified to act as translators.
 - b. Faculty members who have had basic training in the use of interpretation technology are qualified to act as interpreters.
 - c. If it is apparent that meaningful communication cannot occur without a more advanced language skill set, NUAMES shall expeditiously:
 - i. Seek a contractor or licensed educator with the necessary skill level, or
 - ii. Seek a volunteer with the necessary skill level, if the volunteer is approved by the parent needing assistance.
 - 2. Students should generally not be used as interpreters for themselves or other students, but may be used if requested/allowed by a parent in need of interpretation/translation services.