

EA Policy 3A.02.009 Language Access Policy

Definitions

Primary language means the first language spoken by a student and a student's parent or guardian.

Interpretation means simultaneous communication between a speaker of English and a speaker of another language.

Translation means the written communication wherein the written words of one person are communicated to others in writing in a different language.

Interpretation Services

1. The school will provide interpretation services during regular business hours, to parents, guardians, and students who require such services in order to communicate critical information about their child's education.
2. Depending upon availability, such interpretation services may be provided either at the location where the parent or student is seeking to communicate or virtually.
3. Parents may rely on an adult relative for language and interpretation services if they choose.
4. The school will provide parents and students guidance, including guidance on when oral interpretation is preferable to written translation.
5. Interpretation will be available for the following activities with enough prior notice to the activity taking place and as needed:
 - a. classroom activities
 - b. impromptu and scheduled office visits or phone calls;
 - c. enrollment or registration processes;
 - d. the IEP process;
 - e. student educational and occupational planning processes;
 - f. fee waiver processes;
 - g. parent engagement activities;
 - h. student disciplinary meetings;
 - i. school board meetings
 - j. other interactions between the parents of a student learning English and educational staff.

Translation

1. Translation will be provided for:
 - a. school/Program registration, enrollment, and selection; including the home language surveys;
 - b. fee schedule and fee waiver information;
 - c. grades, report cards, progress reports, academic standards, and graduation;

- d. school rules and student discipline;
- e. attendance, absences, and withdrawal;
- f. parent permission for activities and programs;
- g. opportunities to access programs or services – including extended learning, advanced placement, and English Learner programs;
- h. student/Parent handbooks;
- i. parent-teacher conferences;
- j. grievance procedures and notices of nondiscrimination;
- k. special education and related services for students with disabilities;
- l. section 504 information.

References:

Code: <https://le.utah.gov/xcode/Title53G/Chapter7/53G-7-S223.html>

Rule:

https://schools.utah.gov/administrativerules/_administrative_rules/_effective_rules/R277716EffectiveMarch2024.pdf

Document History:

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