ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

6208 Language Access

Purpose

The Language Access Plan ("LAP" or "Plan") provides access to agency services, programs, and activities for persons who have limited English proficiency and who use languages other than English. The Language Access Plan is mandated by HB302.

Definitions

A. "Primary language" means the first language spoken at home by a student's parent or guardian.
B. "Interpretation" means simultaneous communication between a speaker of English and a speaker of another language.
C. "Translation" means the written communication wherein the written words of one person are communicated to others in writing in a different language.

Language Access Plan

A. Language Access Coordinator

a. A language access coordinator will be designated by Entheos and is responsible for implementing and updating this language access plan.

B. Training

a. Entheos will inform school personnel about the details of this language access plan, the rights of parents and students to language assistance services, and the proper procedures to access language assistance services as outlined in this document.

C. Determination of Primary Language

a. Entheos must determine within 30 (thirty) days of a student's enrollment (or re-enrollment) the primary language spoken by the student and family in the home. If the primary language is not English, Entheos shall determine if the student and the parents require language assistance to communicate effectively with the school.

b. Entheos shall maintain a record of the primary language of each parent.

D. Obligation to Provide Language Assistance Services

a. Consistent with this regulation, Entheos shall provide translation and interpretation services to students and parents who require language assistance in order to communicate effectively with the school.

b. Guardians may rely on an adult or relative for language and interpretation services if they choose; however, Entheos should not expect relatives to provide interpretation or translation without an agreement.

E. Qualifications of Interpreters and Translators

a. Interpreters and translators may be certified and, where possible, have education-specific experience for the following: (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 community councils; (j) school board meetings; (k) other school or LEA activities; and (l) other interactions between the parents of a student learning English and (m) educational staff.

F. Translation Requirements

a. Translation shall be provided for, but not limited to: (a) registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications; (b) assignments and accompanying materials; (c) report cards or other progress reports; (d) student discipline policies and procedures; (e) grievance procedures and notices of rights and nondiscrimination; (f) parent or family handbooks; and (g) requests for parent permission.

b. School Produced Critical Communications

i. Entheos shall identify documents that are distributed or electronically communicated to guardians containing critical information regarding their child's education, including, but not limited to: registration, application, and selection; standards and performance (e.g., standard text on report cards); conduct, safety, and discipline; special education and related services; and transfers and discharges.

ii. Entheos shall procure translations of critical communication in a timely manner, in each of the covered languages, and (b) work with the office responsible for the critical communication to make such translations available to the schools.

c. Student Specific Critical Documents

i. Schools shall provide parents with a translation of any document that contains individual, student-specific information regarding, but not limited to, a student's: a. health; b. safety; c. legal or disciplinary matters; and d. entitlement to public education or placement in any special education, English language learner, or non-standard academic program.

G. Interpretation Services

a. Entheos shall provide interpretation services for regular school business to parents and students regarding critical educational information.

b. Depending upon availability, such interpretation services may be provided either at the location where the parent or student is seeking to communicate or virtually.

c. Interpretation shall be provided for, but not limited to, the following activities: (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 community councils; (j) school board meetings; (k) other school or LEA activities; and (l) other interactions between the parents of a student learning English and (m) educational staff.

H. Notification Requirements

a. Schools and offices are responsible for notifying each parent and student who requires language assistance services of their right to free language assistance.

b. Entheos shall provide parents and students guidance, including guidance on when oral interpretation is preferable to written translation.

I. Mechanism for Requesting Language Assistance Services

a. A parent or guardian may request Language Assistance Services verbally or in writing.

J. Revision of this Language Assistance Plan

a.Entheos shall review this language assistance plan annually.

b. Entheos may use community resources to evaluate the effectiveness of the plan.

K. Complaint Procedure

a. Complaints should be directed to the LEA Language Access Coordinator at 801-417-5444.