



## Language Access Plan Policy

### I. Purpose

Valley Academy Charter has prepared this Language Access Plan (“LAP” or “Plan”) regarding access to agency services, programs, and activities for persons who have limited English proficiency and understand other languages other than English. This Language Access Plan is mandated by HB302.

### II. Definitions

- a. Primary language: The first language spoken by a student and their parent or guardian.
- b. Interpretation: Simultaneous communication between an English speaker and a speaker of another language.
- c. Translation: Written communication where the written words of one person are communicated in writing in a different language.

### III. Language Access Plan

- a. Language Access Coordinator: Valley Academy Charter School (VACS) will designate a language access coordinator responsible for implementing and updating the language access plan annually, including relevant training.
- b. VACS will inform school personnel about the language access plan, the rights of parents and students to language assistance services, and the proper procedures for accessing those services.

### IV. Determination of Primary Language

- a. Within 30 days of enrollment or reenrollment, VACS will determine the primary language spoken by each student and their parent or guardian. If the primary language is not English, the school will assess whether language assistance is needed for effective communication with the school.
- b. VACS will maintain an appropriate and current record of the primary language for each parent.

**V. Obligation to Provide Language Assistance Services**

- a. VACS, in accordance with this policy, will provide translation and interpretation services to students and parents who require language assistance to effectively communicate with the school.
- b. VACS may provide additional translation and interpretation services beyond the requirements of this policy.

**VI. Interpretation Services**

- a. VACS will provide interpretation services during regular business hours to parents and students who need assistance in communicating with the school regarding critical information about their child's education.
- b. Interpretation services may be provided in-person or virtually, depending on availability.
- c. Interpretation services will be available for various activities, including the following:
  - i. classroom activities,
  - ii. office visits,
  - iii. phone calls,
  - iv. enrollment processes,
  - v. Individual Education Program (IEP) meetings,
  - vi. student planning processes,
  - vii. fee waiver processes,
  - viii. parent engagement activities,
  - ix. student disciplinary meetings,
  - x. school community councils,
  - xi. school board meetings,
  - xii. and other school or LEA activities involving interactions between parents of English-learning students and educational staff.

**VII. Qualifications of Interpreters and Translators**

- a. Interpreters and translators may be certified and, when possible, have education-specific experience relevant to the following activities:
  - i. classroom activities,
  - ii. office visits,
  - iii. phone calls,
  - iv. enrollment processes,
  - v. Individual Education Program (IEP) meetings,
  - vi. student planning processes,
  - vii. fee waiver processes,
  - viii. parent engagement activities,
  - ix. student disciplinary meetings,
  - x. school community councils,
  - xi. school board meetings,

