DUAL IMMERSION ACADEMY

Policy Title: Language Access Policy[1]

Revision History

Effective Date	Action Date	Revised
Date: January 11, 2023	New Policy	Date: January 10, 2023
	Updated Policy	Date: January 17, 2023

Language Access Policy

1. Policy Statement

It is the policy of Dual Immersion Academy (DIA) to provide access to school services, programs, and activities for parents and students who have limited English proficiency and understand other languages other than English.

This policy builds consistent and meaningful communication in a language that a parent or guardian can understand among teachers, administrators, and parents and provide parents with the opportunity to be actively involved in their children's education and to be informed of the importance of the involvement of parents in directly affecting the success of their children's educational efforts; and groups and organizations that may provide instruction and training to parents to help improve their children's academic success and support their academic efforts.

2. Purpose and Authority

In accordance with Utah State Law HB302. An LEA to adopt a policy facilitating assistance to students learning English and their parents.

3. Definitions

3.1. Primary language means the language that an individual communicates most effectively in.

3.2. Limited English Proficient individual means any individual whose primary language is not English, and who has limited or no ability to speak, understand, read, or write English.

[1] In compliance with the Utah, state Law HB302.

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

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

4. Language Access Plan

4.1. The Language Access Coordinator (designated by DIA) is responsible for implementing and updating this language access plan annually, including relevant training.

4.2. DIA will notify school personnel 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.

4.3. Determination of Primary Language

4.3.1. DIA must determine within 30 (thirty) days of a student's enrollment (or, re- enrollment) the primary language spoken by the student and the parent or guardian of each student enrolled in DIA, and if such language is not English, whether the student and parent require language assistance to communicate effectively with the school.

4.3.2. DIA shall maintain an appropriate and current record of the primary language of each parent.

5. **Procedures for language services**

5.1. Consistent with this regulation, DIA shall provide translation and interpretation services to students and parents who require language assistance to communicate effectively with their school.

5.2. DIA may provide translation and interpretation services beyond those outlined in this policy.

6. **Interpretation Services**

6.1. DIA shall provide interpretation services during regular business hours, to parents and students who require such services in order to communicate with the LEA regarding critical information about their child's education.

6.2. DIA may provide interpretation services at the school location where the parent or student is seeking to communicate or virtually.

6.3. DIA personnel is bilingual in English and Spanish; If a parent and/or student speaks another language not mentioned above, DIA will provide interpretation services depending upon availability.

6.4. Interpretation shall be provided for, but not limited to, the following activities:

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