

Article V.C.16. Educational Language Services

A. Statement of Purpose

The Board of Education for the Granite School District (Board) is committed to including parents and guardians in the educational process of their students' education, regardless of language. Granite School District (District) shall provide any needed language services that parents and guardians of students require to be a partner in the educational process of their students.

B. Statement of Policy

The Board recognizes the importance of parental participation in the educational process in order for students to achieve and maintain high levels of performance. The Board is committed to complying with state policies on this issue and providing parents and students with the language services they require.

C. Definitions

1. "Interpretation" means using the assistance of an individual or technology to facilitate contemporaneous verbal communication between a speaker of English and a speaker of another language.
2. "Primary Language" means the first language spoken by a student and a student's parent or guardian.
3. "Translation" means the process of converting written communications from one language to another language.

D. Procedure

1. Provide an Interpreter

The Educational Equity Department shall provide an interpreter when families with language barriers require support from the District. Interpreters may be certified and, where possible, have education-specific experience to provide the services outlined below. Interpretation shall be provided for, but not limited to:

- a. impromptu and scheduled office visits or phone calls;
- b. enrollment or registration processes;
- c. the IEP process;
- d. student educational and occupational planning processes;
- e. fee waiver processes;
- f. parent engagement activities;
- g. student disciplinary meetings;

- h. school community councils;
- i. school board meetings;
- j. other school or District activities; and
- k. other interactions between parents, students, and/or staff.

## 2. Provide Translation for Documents

At the request of a student, parent, or patron, the District shall provide translation for enrollment, academic, and/or behavioral documentation including but not limited to:

- a. registration or enrollment materials, including primary 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. requests for parent permission;
- g. immunizations; and
- h. any other guidance, including guidance on when oral interpretation is preferable to written translation.

## 3. Responding to Complaints

When a complaint for violation of this policy is submitted to the Educational Equity Department, the matter shall be thoroughly investigated. (*See* V.C.1. Prohibition of Discrimination, Harassment, Retaliation).

### **REFERENCES**

Utah Code §53E-2-303, Family Participation in Educational Process

Utah Code §53G-7-223, Policy Supporting Students Learning English, Parents, and Families

Utah Administrative Code Rule R277-328, Educational Equity in Schools