

## **LIMITED ENGLISH PROFICIENT STUDENTS**

The District shall translate significant documents if 1% or more of students enrolled in the District are designated as "English Language Learners" of a specific language on October 15<sup>th</sup> of each school year. On March 15<sup>th</sup> of each school year the list of significant documents shall be reviewed and, if necessary, revised. The list of significant documents shall be maintained by the District Superintendent.

Upon request of a parent, the District may translate the following documents into additional languages unless clearly not feasible to do so:

- (1) special education summary report, teacher from each school in the District, prior written notice form, and notice to parents and procedural safeguards for special education students;
- (2) notice to parents, accommodation plans and notice of rights for Section 504 students;
- (3) notices of disciplinary proceedings that could result in an out-of-school suspension, expulsion, or referral to an alternative educational program.

After receiving a parental request for translation of any of the above documents, the decision to translate the document will be based upon:

- (1) the number of proportion of persons to be served or likely to be encounters who speak that language;
- (2) the frequency with which individuals who speak that language come in contact with the District;
- (3) the nature and importance of the program, activity, or service provided by the District; and
- (4) available District resources and cost.