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 15th of each school year. On March 15th 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.