



## Supporting Students and Families Learning English Policy

Policy Number: 3504

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### I. Purpose

Summit Academy and Summit Academy High School are committed to providing multilingual students and families with services to best assist communications. The Summit Academy Board of Trustees understands the need to support students and families learning English. Summit Academy has established general guidelines for multilingual families to receive assistance via translation services while attending Summit Academy and Summit Academy High School.

At Summit Academy our multilingual students speak multiple languages and bring a world of knowledge to our classrooms. The purpose of this policy is to address Summit Academy's communication and assistance to students learning English, their parents, and their families per **Utah Code 53G-7-223**

### II. Definitions

- a. Multilingual: The ability to speak another language other than English;
- b. Communication: The imparting or exchanging information or the means of sending or receiving information.
- c. Primary Language: First language spoken by a student and a student's parent or guardian;
- d. Interpretation: Simultaneous communication between a speaker of English and a speaker of another language;
- e. Translation: Written communication wherein the written words of one person are communicated to others in writing in a different language.
- f. Qualified Staff Member: A staff member that either holds translator certification for the required language, is a native speaker with an educational license, or has education-specific experience with that language, such as dual language immersion training or a degree in that language.

### III. Policy

At Summit Academy Schools, we are dedicated to partnering with families and students of all cultures, languages, and backgrounds. To help us partner with families of all languages, Summit Academy contracts with a third-party provider for Translation Services. All translators are certified and have signed FERPA agreements. We provide translation services for the following:

- a. Classroom Activities: For classroom activities, an online translation service (e.g., Google Translate) will be used as the main communication and translation tool.
- b. Impromptu and Scheduled Office visits or Phone Calls: When a family needs translation for office visits or phone calls, staff will use third-party translation services or qualified staff member. The family may request translation services by coming into the office, email using an online translation service, or by phone request.
- c. Enrollment or Registration Processes: When a family needs translation for enrollment or for the registration process the front office will call a qualified staff member or a third-party vendor for translation services. Registration documents will be translated, kept on file, and emailed to families.
- d. The IEP Process: All written and oral communication regarding special education and Section 504 will be provided in the parent/guardian or adult student's preferred language.



- e. Student Educational and Occupational Planning Processes: A qualified staff member or third-party service will be used for all student education and occupational planning process meetings.
- f. Fee Waiver Processes: Applications are posted to the school website and requests can be made for alternate language options with translation services.
- g. Parent Engagement Activities: A third-party provider will be used for parent teacher conferences by the classroom teacher.
- h. Student Disciplinary Meetings: A third-party provider or a qualified staff member will be used for student disciplinary meetings by the school principal or designee.
- i. School Community Councils: A virtual link with close caption language services will be provided for community council meetings.
- j. School Board Meetings: A virtual link will be provided on the LEA website 72 hours prior to the meeting. Closed captions and alternate languages are available with streaming. In-person comments may be submitted to the Board of Trustees, or designee, using an online translation service.
- k. Educator/Parent Meeting: When a meeting is requested either by a teacher, educational staff, or families a third-party translation service or qualified staff member will be used. Any of the involved parties can request a meeting to be scheduled through email. Meetings must be scheduled at least 24 hours in advance.
- l. Report Cards: Teachers will send home a translated report card in the family's home communication language through mail or email.

**IV. Communication**

Information about translation services will be provided annually to each multilingual family through the front office at each campus. Each office will have access to information for families in multiple languages including home language surveys, registration, and enrollment materials.

**V. References**

Utah Code 53G-7-223

**VI. Attachments**

N/A

**VII. Revision History and Approval Date**

Version 1: June 15, 2023: Original Date of Approval