**Language Access Plan**

Policy TA7000

Approval Date: 11-10-22

Purpose: The purpose (of the Language Access Plan) is to enable parents the ability to communicate effectively with the school regarding the education of their child(ren) and to become a contributing member of the school community.

1. Determination of Primary Language
	1. Timpanogos Academy will determine within 30 (thirty) days of enrollment the primary language spoken by the student and their parents or guardians.
	2. If the primary language is not English, a determination will be made whether the student is screened for ELL services and whether the parent or guardians require language assistance to communicate effectively with the school.
2. Guidance to Provide Language Assistance Services
	1. Timpanogos Academy will provide necessary translation and interpretation services as agreed upon between the school and the parents/guardians.
3. Interpreter services, as agreed upon, will be provided for, but are not limited to:
	* 1. registration process
		2. impromptu or scheduled office visits or phone calls
		3. enrollment or registration processes
		4. IEP process
		5. SEP conferences
		6. fee waiver processes
		7. parent engagement activities
		8. student disciplinary meetings
		9. school community councils (board meetings)
		10. other school activities, and
		11. other interactions between parents/guardians of a student learning English and educational staff.
4. Translation services, as agreed upon, will be provided for, but are not limited to:
	1. registration or enrollment materials,
	2. home language surveys
	3. English learning program entrance and exit notifications
	4. assignments and accompanying materials
	5. report cards or other progress reports
	6. student discipline policies and procedures
	7. grievance procedures and notices of rights and nondiscrimination
	8. parent or family handbooks
	9. requests for parent permission
	10. immunizations, and
	11. any other guidance, including guidance on when oral interpretation is preferable to written translation, to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student’s parents and family.