Approved 11/21/2024:
Amended:

Freedom Prep Academy Language Access Policy

Policy No. 1031

Purpose

This policy is established to ensure equal access to all school services, programs, and activities for individuals who have limited English proficiency (LEP). Freedom Prep Academy is committed to providing appropriate language assistance for LEP students and their families, ensuring that language is not a barrier to effective communication and involvement in educational processes.

Definitions

1. **Primary Language**: The preferred language spoken by a student's parent or guardian based on the Home Language Survey results.
2. **Interpretation**: Real-time communication between an English speaker and a speaker of another language.
3. **Translation**: Converting written text from one language into another to communicate with LEP individuals.

Determination of Primary Language

1. Within 30 days of enrollment (or re-enrollment), Freedom Prep Academy will determine each student's primary language.
2. The school will maintain an updated record of each student's primary language and ensure it is used to guide language assistance needs.

Obligation to Provide Language Assistance Services

1. Freedom Prep Academy will provide translation and interpretation services for LEP students and parents to ensure effective communication with the school.
2. Families may choose to rely on an adult or relative for language support if they prefer; however, Freedom Prep Academy will offer translation and interpretation services for critical communication needs.

Qualifications of Interpreters and Translators

Freedom Prep Academy will use competent and experienced interpreters and translators with education-specific experience for the following situations:

- Classroom activities and meetings
- Enrollment, registration, and IEP processes
- Student educational planning, disciplinary meetings, and school events

Translation Requirements

1. **Central Communications**: Freedom Prep Academy will identify and translate critical communications into applicable languages.
2. **Student-Specific Documents**: Schools will provide translations for student-specific documents related to health, safety, disciplinary issues, and education placement.

Interpretation Services

Interpretation services will be provided during regular business hours for LEP families to facilitate communication. These services may be offered in person or virtually, depending on availability and the nature of the communication.

Notification Requirements

Freedom Prep Academy will inform parents and students about their right to free language assistance and provide guidance on when oral interpretation may be preferable to written translation.

Mechanism for Requesting Language Assistance Services

LEP families may request language assistance services through the school administration or by contacting the school's main office.

Annual Review and Community Consultation

This Language Access Plan will be reviewed regularly to assess its effectiveness.

Complaint Procedure

Any concerns or complaints regarding language assistance services can be directed to the school administration, who will address them in a timely manner and work to resolve any issues that arise.