



Language Policy

Draft Updated 11/15/2022

1. Purpose

- a. This policy has been developed regarding access to agency services, programs, and activities for persons who have limited English proficiency and understand other languages other than English. Language Access Plans or Policies are mandated by Utah HB302.
- b. Channing Hall will notify school personnel of this policy, the rights of parents and students to language assistance services, and the proper procedures to access language assistance services as outlined in this document.

2. Definitions

- a. Primary language means the first language spoken by a student and a student's parent or guardian.
- b. Interpretation means simultaneous communication between a speaker of English and a speaker of another language.
- c. Translation means the written communication wherein the written words of one person are communicated to others in writing in a different language.

3. Language Access Plan

- a. Language Access Coordinator: A language access coordinator will be designated by Channing Hall and is responsible for implementing and updating this language access plan annually which includes relevant training.
- b. Determination of Primary Language
 1. The school must determine within 30 (thirty) days of a student's enrollment (or, re-enrollment) the primary language spoken by the student and the parent or guardian of each student enrolled in the school, and if such language is not English, whether the student and parent require language assistance to communicate effectively with the school.
 2. The school shall maintain an appropriate and current record of the primary language of each parent.
- c. Obligation to Provide Language Assistance Services
 1. Channing Hall shall provide translation and interpretation services to students and parents who require language assistance in order to communicate effectively with the school.
 2. Channing Hall shall provide interpretation services during regular business hours, to parents and students who require such services in order to communicate with Channing Hall regarding critical information about their child's education.
 3. Depending upon availability, such interpretation services may be provided either at the location where the parent or student is seeking to communicate or virtually.
 4. Interpretation shall be provided for, but not limited to, the following activities: (a) classroom activities; (b) impromptu and scheduled office visits or phone calls; (c) enrollment or registration processes; (d) the

Individual Education Program (IEP) process; (e) 504 process; (f) fee waiver processes; (g) parent engagement activities; (h) student disciplinary meetings; (i) school community councils; (j) school board meetings; (k) other school or LEA activities; and (l) other interactions between the parents of a student learning English and educational staff.

5. Interpreters and translators may be certified and, where possible, have education- specific experience.

c. Translation Requirements

1. Translation shall be provided for, but not limited to: (a) registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications; (b) Assignments and accompanying materials; (c) report cards or other progress reports; (d) student discipline policies and procedures; (e) grievance procedures and notices of rights and nondiscrimination; (f) parent or family handbooks; (g) requests for parent permission; immunizations; and, (h) 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.

d. Student-specific critical documents

1. Schools shall provide parents with a translation of any document that contains individual, student-specific information regarding but not limited to: health, safety, legal or disciplinary matters, entitlement to public education or placement in any special education, English language learner or non-standard academic program.

e. Channing Hall shall procure translations of critical communications in a timely manner.

4. Learning

- a. Channing Hall recognizes that language is central to all learning, and all teachers are, in practice, language teachers with responsibilities to facilitate communication.
- b. Students at Channing will learn Spanish in addition to the primary language of the school (English).
- c. The school will ensure that practices are in place to develop and maintain a student's mother tongue, including:
 - i. Promoting inclusion and equity of access to the IB programme
 - ii. Providing translation services per 3.c.
 - iii. Providing opportunities for all parents to volunteer and to share cultural experiences
- d. All school staff will require professional development language learning and teaching.
- e. Additional considerations
 - i. Language instruction at Channing will focus on authentic, inquiry based learning
 - ii. Consistently across subjects and grade levels, in all units, students will be expected to develop reading, writing, listening, speaking, and media literacy skills.
 - iii. Language learning will integrate with interdisciplinary planning in the Middle Years Programme (MYP), and the transdisciplinary Programme of Inquiry in the Primary Years Programme (PYP).