

DOWNINGTOWN AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: January 11, 2012

REVISED: September 12, 2018

138-AG-1. ENGLISH LEARNER PARENT/FAMILY ENGAGEMENT AND COMMUNICATION

Identifying Parent/Family Communication Needs

The district will develop a process to identify parents/guardians who are not proficient in English, and provide them with free and effective language assistance to obtain information in their preferred language or mode of communication. Parents/Guardians with limited English proficiency will be informed about programs, services and activities to the same extent as other parents/guardians.

The district's process will:

1. Identify parents/guardians who have limited English proficiency.
2. Determine the primary language or mode of communication for the parents/guardians.
3. Determine the language needs of the parents/guardians.

The district will use the Home Language Survey and family interview forms to collect information regarding the parents'/guardians' language needs.

Communication Requirements

The district will notify parents/guardians of currently enrolled English Learner (EL) students of the following information within thirty (30) days of the start of each school year, or within fourteen (14) days of initial enrollment:

1. Identification of their child as an EL student, and their child's English proficiency level.
2. Notification of their child's participation or recommended placement in the Language Instruction Educational Program (LIEP).
3. A description of the LIEP, including its intended benefits for their child, an explanation of its effectiveness, and the criteria for program exit or reclassification.

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4. Notification of their right to refuse services for their child and a copy of the Parental Waiver Form.
5. A description of any Title III supplemental services offered by the district.
6. Notification of their right to refuse Title III supplemental services for their child.

The district will notify parents/guardians of EL students about the results of the annual English proficiency assessment for their child, and the results of the district's LIEP evaluation.

The district will maintain and provide information to all students and parents/guardians in the following areas, including but not limited to:

1. Registration and enrollment in school and school programs.
2. Description of the EL identification process, the district's LIEP and language assistance programs.
3. Report cards/grade reports.
4. List of academic classes the student may attend and graduation requirements, where applicable.
5. Student discipline policies and the Code of Student Conduct.
6. Special education, gifted programs and related services, including all Child Find notifications.
7. Parent-teacher conferences.
8. Academic and extracurricular activities and programs available to students.
9. Academic standards and assessment practices and procedures.
10. Nondiscrimination policies and complaint procedures.
11. Student/Parent Handbooks.
12. Parental permission forms and requests.
13. List of community resources.

14. Opportunities for parent/family engagement and involvement, including parent-teacher organizations, volunteer opportunities and guidelines, and activities and programs under Title I.

Communication Resources

In cases where the district is unable to provide written translation because the parents'/guardians' language is not a common language, the district may use cover pages for written documentation to explain in the parents'/guardians' language how they may have the document translated orally.

The district may use a language phone line to provide oral translation and interpretation services.

When providing interpreters or translators, the district will ensure that translators are able to understand and express specialized terms or concepts used in the communication in both languages.

The district will ensure that interpreters and translators have received training on the ethics of interpretation and confidentiality of student and family information, in accordance with applicable laws, regulations and Board policies and administrative regulations.

The Pennsylvania Department of Education provides resources for translation of some educational documents through an online school document translation service, additional information can be found here: <http://www.education.pa.gov/Teachers%20-%20Administrators/Curriculum/English%20As%20A%20Second%20Language/Pages/default.aspx>

The Pennsylvania Training and Technical Assistance Network (PaTTAN) provides special education forms and information in several languages:
<http://www.pattan.net>

The U.S. Department of Education, Office for Civil Rights (OCR), provides resources and information for parents/guardians:
<http://www2.ed.gov/about/offices/list/ocr/ellresources.html>

The U.S. Department of Justice LEP.gov website provides additional resources and lists of translation associations and organizations:
http://www.lep.gov/interp_translation/trans_interpret.html