

Translation Policy

Policy: Translation Policy

Area of Responsibility: Compliance – Charter School, ESSER funding

Board Approval Date: April 23, 2022

Revised:

Purpose

Lumin Education recognizes the crucial role that parents, guardians and families play in the education of their children. Lumin Education encourages partnerships between administration, schools, and families in order to share the responsibility of educating our students.

To that end, this policy is created to ensure that English learners and parents who speak languages other than English are provided appropriate translation and interpreting services, to the extent practicable, so that families of diverse language backgrounds may fully participate in the education of their children. Lumin Education will ensure vital documents are written in an understandable and uniform format, and to the extent practicable, provided in a language parents can understand; and, upon request by a parent who is an individual with a disability, provided in an alternative format accessible to that parent.

Identification

Lumin Education collects from parents/guardians, at time of initial enrollment, a Home Language Survey to determine both student and parents' language needs. The survey will be provided to every household in the two languages most often used between parents and children in the district.

Additionally, even if they are not identified by the Home Language Survey, parents who speak a language other than English may request translation and interpretation services for school-related communications at any time following the Procedures for Requesting Services listed below.

Interpretation and Translation

Oral interpretation is provided for families whose primary language is a non-written language, to the extent practicable, in order to provide language accessible information. Written translation is provided of vital school documents in Spanish. Written translation will be provided for other requested languages as needed and requested to the extent practicable. Online translation is available on the district website.

Procedures for Requesting Services

Parents, staff, and students may access language services for school related purposes in any of the following ways:

- Ask at the school or district office.
- Ask a teacher.