

## EQUITABLE ACCESS TO ESSENTIAL INFORMATION REGULATIONS

The Alexandria City Public Schools (ACPS) makes available all documents containing essential information in the major Division-wide languages. In order to provide equitable access to information, the division strives to translate documents containing essential information into other commonly spoken languages. ACPS provides translation and interpretation services in less common languages for families upon request.

### Definitions

- **“Major Division-wide languages”**: Languages spoken by more than 5% of the students and parents within the Division, which are English and Spanish.
- **“Commonly Spoken languages”**: Languages not considered Major Division-wide languages which are spoken by more than 3% of the students and parents within the Division. The Commonly Spoken languages are Arabic, Dari, and Amharic.
- **“Documents Containing Essential Information”** include but are not limited to:
  - a. report cards and other academic progress reports;
  - b. documents concerning academic options and planning;
  - c. documents concerning enrollment or registration;
  - d. documents concerning screening procedures requesting a student’s language background, a parent’s preferred language of communication, and the process for refusing all or only specific EL services;
  - e. requests for parent permission for student participation in District/school-sponsored programs and activities;
  - f. materials and announcements distributed to students that contain information about school and District activities for which notice is needed to participate in such activities (e.g., testing, co-curriculars activities requiring an application, parent-teacher conferences, open houses);
  - g. information about special education matters arising under the IDEA or Section 504 (e.g., procedural rights, meetings about Individual Education Plans (“IEPs”) and Section 504 Plans, and Behavior Intervention Plans), except that the translation of
  - h. IEPs and Section 504 Plans;
  - i. information about student discipline;
  - j. parent handbooks;
  - k. information related to public health and safety in the District schools; and
  - l. any other written information describing rights/responsibilities of parents or students and benefits/services available to parents and students; and
  - m. policies and regulations containing essential information as identified by the Superintendent.

### Translation Process

- ACPS will determine all parents' preferred language of communication, including parents of children who are proficient in English and whose primary language is not common in

47 ACPS, by requesting the preferred language of communication on the school enrollment  
48 form and entering it into the division-wide student information system.

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- 50 ● Documents containing essential information are submitted by central office and school  
51 based personnel for translation into the major languages of ACPS, submissions should be  
52 made using the ACPS Translation and Interpretation link, available on the ACPS website.  
53 Translations of these documents into the commonly spoken languages will occur if  
54 resources are available.
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- 56 ● ACPS ensures translations are conducted effectively with trained, competent staff, utilizing  
57 internal staff and external vendors as needed.
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- 59 ● Translations are stored electronically and available for use by ACPS staff.
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### 61 **Interpretations**

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63 For major, commonly spoken, and less common languages, ACPS ensures the availability of  
64 effective interpretation services with qualified interpreters.

- 65 ● ACPS staff may request live interpretation services via the ACPS Translation and  
66 Interpretation link available on the ACPS website.
- 67
- 68 ● ACPS staff may use the telephone interpretation services via the Language Line service.
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- 70 ● Parents and guardians have free access to telephone interpretation services through the  
71 Language Line Direct Response, a service designed specifically to accommodate parent  
72 requests for interpretation.
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### 74 **Requests by Families for Translation and Interpretation**

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76 Families should contact their school to request translation and interpretation services. Additional  
77 information on requesting translations and interpretations are available on the ACPS website.

### 78 **Questions and Complaints**

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81 Families with questions or complaints about the ACPS translation and interpretation services  
82 may contact the Chief of Teaching, Learning, and Leadership.

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84 Adopted:

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86 Legal Refs: Title VI, 42 U.S.C. § 2000d et seq

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89 Cross Refs: AC Nondiscrimination

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## EQUITABLE ACCESS TO ESSENTIAL INFORMATION REGULATIONS

Commented [MS1]: New regulation to provide a process for translations

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