

3409 Language Access

1. Purpose & Legal Authority
 - a. Karl G. Maeser Preparatory Academy ("Maeser") is committed to ensuring that all students and their families have meaningful, equitable access to their education and school activities, regardless of their primary language.
2. Right to Language Assistance
 - a. All parents and guardians of students enrolled at Maeser have the right to receive important school communication and participate in school meetings. Maeser will provide reasonable, free language assistance accommodations upon request for parents to receive information in their preferred language. Receiving language assistance will never impact a student's enrollment, academic standing, or eligibility for school programs.
3. Policy Components
 - a. Identification of Language Needs
 - i. To ensure the school can proactively and efficiently meet the needs of our community, the school will:
 1. Determine within 30 days of a student's enrollment or re-enrollment the primary language spoken by the student and their parent or guardian, and whether they require language assistance to communicate effectively with the school.
 2. Collect primary language information for both students and parents/guardians during the registration and enrollment processes. Maintain an appropriate, current record of this primary language information in PowerSchool to proactively determine when and where language assistance is needed.
 - b. Interpretation Services (Oral Communication)
 - i. Maeser will make reasonable accommodations to provide qualified, competent interpretation services upon request during regular business hours, either in-person or virtually depending on availability, to parents and students who require assistance to communicate regarding critical information about their child's education.
 - c. Translation Services (Written Communication)
 - i. The school will make available timely translations of vital, centrally produced documents, notices, and forms containing critical information regarding a child's education as requested. :
4. Quality of Services
 - a. Maeser strictly prohibits the use of minor children or students as interpreters for official school business or confidential meetings. Where possible, interpreters and translators should be certified and possess education-specific experience. The school will utilize bilingual staff, telephonic interpretation services, or certified translation vendors to ensure maximum accuracy and confidentiality.