

# **Friendswood ISD**

## **Language Access**

### **Plan 2019-2020**

#### **Program Statement**

It is the practice of Friendswood ISD to provide timely, meaningful access for limited English persons to all district programs and activities. All personnel shall provide free language assistance services to limited English individuals whom they encounter or whenever a limited English person requests language assistance services. All personnel will inform members of the public that language assistance services are available free of charge to limited English persons and that the district will provide these services to them.

#### **Purpose and Authority**

In accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act, this policy establishes guidelines for providing language accessible services to individuals who are limited English Proficient.

#### **Language Data**

Friendswood ISD shall conduct an annual review of home language surveys to determine the common form of communication at home. When 10% of a campus's home language data shows that the common form of communication is a language other than English, the campus will provide the following documents translated to the common language:

- Registration and Enrollment Forms
- Progress Reports
- Report Cards
- Campus Improvement Plans
- School-Parent Compact
- Parent Engagement Policy

Individual campuses may provide other documents translated in a language accessible to their community based upon campus needs. All documents will be translated upon request. Verbal translation in Spanish is available at all Friendswood ISD campuses. Other languages can be provided upon request.

#### **Prohibition against using children as interpreters**

Staff are prohibited from using minor children to interpret. Parents shall be advised of a client's right to an interpreter at no cost to them.

#### **Public Notification and Evaluation of Language Access Plan**

The district's Language Access Plan is subject to approval by the Educational Services Department. Any revisions to the plan will be submitted to the department for approval. Copies of the plan will be provided to the public on request, and the district will post this plan on its public website. The plan will remain in effect unless modified or updated. The English language version of translated documents will serve as the official, legal, controlling document.

### **Complaint Process**

A complaint regarding the denial of language accessible services, or regarding the quality of language accessible services, including interpreters or translated materials, will be filed in accordance with Friendswood ISD Board Policy FNG (Local).

### **Internal Language Access Contacts**

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