

Policy Supporting Students learning English, Parents, and Families

1. Purpose:

Vista School believes parental engagement is an important part of each child's educational program, and that such engagement may result in higher student achievement and better social behavior, in addition to more satisfaction for parents and teachers alike. Vista School wants to ensure we communicate and assist students learning English, their parents, and their families.

2. Policy:

This policy ensures students learning English, their parents, and their families have access to a qualified interpreter for various activities and information.

3. Procedure:

3.1. If a student learning English, Parent, or Family needs communication or assistance with the items listed below, they should contact the school's principal to set up the service needed.

Activities include:

- (i) classroom activities;
- (ii) impromptu and scheduled office visits or phone calls;
- (iii) enrollment or registration processes;
- (iv) the IEP process;
- (v) student educational and occupational planning processes;
- (vi) fee waiver processes;
- (vii) parent engagement activities;
- (viii) student disciplinary meetings;
- (ix) school community councils;
- (x) school board meetings;
- (xi) other school activities; and

(xii) other interactions between the parents of a student learning English and educational staff;

3.2. If a student learning English, Parent, or Family needs communication or assistance with the information listed below, they should contact the school's principal to set up the service needed. Activities include:

(i) registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications;

(ii) assignments and accompanying materials;

(iii) report cards or other progress reports;

(iv) student discipline policies and procedures;

(v) grievance procedures and notices of rights and nondiscrimination;

(vi) parent or family handbooks; and

(vii) requests for parent permission; and any other guidance, including guidance on when oral interpretation is preferable to written translation, to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents and family.

School Board Approved: 11/29/2022