LANGUAGE ASSISTANCE PLAN

Waka County Public School System

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and approval by the United States Department of Education, Office for Civil Rights ("OCR") this
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will include information about how to access the services and identify a District contact
narran who can answer any questions regarding reported seminarios and assist
parcies at accoming lines judice services of translated documents. In the extent reasible,
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and magnet has the about a series of the ser
1. A Language Assistance Notice, printed in English as well as the top seven foreign
Seven I anguages") 1 will be prominently displayed on the English lenguage District
wahaita The notice will read on follower "Attention nevertor If we do not made
English or need fuce thousand interpretation somious to and over interpretation
please call (919) 431-7703." By the end of the 2012-2013 school year, this same notice

District identified as I.EP, the Ton Seven I anomages for I.EP students in the District are, in rank order. (I) Spenish. (2)

Another Seven I anomages for I.EP students in the District are, in rank order. (I) Spenish. (2)

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	through a qualified interpreter about how he or she can request language assistance.
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3. Designated administrators and/or front office staff at every school will also be provided

into at least the Top Fifteen Languages. This document will help enable staff to
overcome language harriers by asking parents to point to the language they speak so

translation services.

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4. A memorandum regarding the identification of LEP narents needing language

memorandum will explain the process by which staff may notify the District of LET

needing language assistance in the database described in sections d through f of this

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recommendations on supplemental procedures to implement this aspect of the Plan

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	staff, will be able to access this database to run reports, review information about the
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	recommendations on supplemental procedures to implement this aspect of the Plan.
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	See directly above All authorized users will be able to access the same OASIS

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f. A process to ensure that, when the children of LEP parents transfer from one building to
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database from anywhere in the District. All relevant information recorded in OASI
another.
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parent's potential need for language assistance services, the circumstances under which
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1 The OACIC material allow administration and data management of the control of t
educational interests to access detailed information about individual parents' languag
school will use the OASIS system to provide each teacher and teacher assistant wif
When new students enroll between academic quarters, data mangers will notify the teachers and teacher assistants if the parents of such students are identified in OASIS a LEP. Teachers and teacher assistants will also be able to request a current list of the parents of such students are identified in OASIS and teacher assistants will also be able to request a current list of the parents of such students are identified in OASIS.
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keeping with current practice, formal requests for interpretation or language services
will be submitted to I AC staff by suffering school hand as contact office at CC
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logged into OASIS to ensure accurate record-keeping
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3. LAS staff include both District employees and independent contractors who meet the
qualifications described in Section i of this Plan to provide interpretation and translation
services in several languages. Interpretation services may be provided in person or
telephonically as needed. When feasible interpretation and translation services will be
provided by qualified LAS staff.
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	dill arrango all assests of Dian implementation in 1-11. 1. 4 -4 11. 14. 4 1
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	B. A combination of education training an experience equivalent to a bachelor's
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	C. A high days of matiginary and and smitten in the transform
<u>garages</u> in the experience of the constraints of t	E. Knowledge of the culture and customs of countries where the target language is
	spoken. E. At least same knowledge of school services in countries where the toront
(L. Total Constitutions)	language is spoken.
	G. At least some knowledge of public education processes in the Huited States
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70 1 - 1 1835	J. Successful completion of all background checks required penerally of District
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3. M	inimum Requirements for Outside Contractors Serving as Official Interpreters and
<u>Tr</u>	<u>ranslators</u> :

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4. Ethical and Professional Guidelines for all Interpreters and Translators:	
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60. 17.0	On an annual basis, relevant District staff will receive a written notice substantially
En H arm ed poets a state in the	similar to the following: WCPSS offers interpretation and translation services for
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1.	Based on past experience and reports from departments that have had extensive
	experience providing written translations for LEP parents, including the Office of
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การครองสังเราะเพลงและครั้งเปรียบแล้วขยากที่แอนะกลาสังกับเลยเล่น การการเหมือนน้องหากเทลาลิกครั้งและและการการ 1n

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District will for the 2012-2013 school wear moutinely translate the documents listed

translated versions will be saved for future use and the appropriate staff will be made staff trainings. Additionally the District will continue to gather and evaluate data. han dinamentalia and an include of the control of t make annual determinations as to whether any autinional languages should be considered alargaide Crenich er nort of the same of " and a in it's the member and recreation of IJD accorde who cannot started recreations that the contract the contract of the contract that the contract t documents in English or Spanish as well as the cost and availability of translation

services in any particular target language(s). At a minimum, and even if no other The manual was a reason doguments will be able to request and "translation" of the doguments listed in section

k.2, below, by a qualified interpreter.

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A. Academics – General:

Nomination Results*

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Evaluation Results 111.

i. Report Cards*

iv. Parent Consent for Services*

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Parent Observational Checklist Document... IOWA Assessment Explanation viii. Explorer Information arem Child To forma Porcet Child To formation еагені інуналов^{е —} A TARLA CONTROL OF THE STATE OF ี้ ชั้งสำคัญ ใหม่เล่าเหมีนัก ซึ่งในป้าเป็น เก็นเป็นแบบแนะ เก็นบันเนยแนะ เรายยแนะ ii Written Directions for Parent Workshops D. Testing: Parent Letter i. Testing Calendar YR ii. vo. ernang zangandi wandarting Calandon Womania Aiv Testino Calendar STEM **Testing Calendar Traditional** Testing Calendar Modified TO A CONTROL OF A The Committee of the Co ix. EGG Kelest Parent unbrunation Free/Reduced Application* iii. Letter to Parents explaining Free/Reduced Lunch Process TOUR DESIGNATION OF THE LANGUAGE. E. Connading and Student Services Connading Parent Brocoure: What The Line of Relieve MV Undia Smilooung "Spotlight on Students" Letters Parental Consent for Evaluation-Assessment* i. Woosson News Vondaming Section 504 Student and Parent Rights tv. Ciduscofic Transmitter Parent Invitation to 504 Meeting for Students with Medical Conditions* STATEST CHORES CONTROL DOWN NOT SEE FOANAL ALL * "With the life leading of the control of the leading of the leadin X1. 5U4 MÜK Form[®] 504 Accommodation Determination Worksheet* xii. xiii. Request for IEP Team Involvement*

504 Meeting Minutes*

Page 13 - Wake County Public	e School System Language Assistance Plan		
AVI.	504 Parent Request for Document Translation	<u>\$</u>	
gersoner en er en Ern	proling and Student Services Second Cha	non Antina Danasima	£
Educ	ation ("SCORE") Program:		
<u>==</u> i.	Equipment Loan Agreement*	•	
11,	Getting Started		
iii.	Minimum Operating Requirements		
iv.	WCPSS Board Policy (6000-6446)		
V.	Release of Information*		
v. Vi.	SCORE Academic Calendar		
VI.	SCORE Community Citor		
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ix.	SCORE Student Handbook		
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xi.	SPAN Frequently Asked Questions		
xii.	Transition Counselors		
I. <u>Fami</u>	ly and Community Engagement:		
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ii.	Parent Information on Medication		
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K. Intervention Services – Before and	d After-School Care	· [8]	
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	After School Fee Schedule		
_	After School Student Application*		
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V.	Refore School Application*		=
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viii.	Enrollment Termination		
iv	Porment Schadula (all cohool colondore)		
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<u>1</u> :	Conterence/Meeting Nötice*		
	Informational Brochure		
iii.	PEP Template*		
iv.	Review Summary*	·	
		• •	

M. <u>Intervention Services – Tier III</u>:

Parent Notification* i. ii. Parent Invitation* Intervention Plan* iii. Magnet and Curriculum Enhancement Programs: Ω Office of Farly Learning. ENGLISHED THE PROPERTY OF THE iii. Parent Informational Booklet Pre K Title 1 Welcome Letter (all calendars) iv. P. Social Work: i. Court Attendance Letter ii. Attendance Brochure iii. Tardy Brochure 7 Day Unexcused Absence Letter (middle, high) 25 Day Absences Letter (elementary) VII. Board Policy on Attendance viii. Truancy Diversion Brochure ix. McKinney Vento Rights X. TARAMENTATION OF THE CLASSIC CONTRACTOR CONT DEC 1 - Kelenal Phot Nouce TEC ? Derental Concent for Explication Develoption Delice Nation* Summary to your amount the limits the row lands and a set Delay Serious Emotional Disability Intellectual Disability Multiple Dinkilitin Outhandia Innaimant Other Halth Innaimant Cariffe 1 Distribution Logical Total LICENTHE VILLE OFFICER OFFICER OF THE STOP DEC 4 Individualized Education Program* DEC 5 – Prior Written Notice* Change* DEC 6 – Consent for Services* DEC 7-Recvaluation v111. Carmianana Cinase of movieral Constantify the Borer Condent Matications us sanitionels italiant and raffating ... Donnet ... A.Ct. A. - t*

xvi,	30 Day Home/Hospital Review*
	Functional Behavioral Assessment*
XVII.	Pahavior Intervention Dise*
viv	Procedural Safeguarda: Handbook on Paranta Righta
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	Downt Downst fon Downs and the Town 1 11 *
NAI.	-Parent Request for Documentation Translation*
R. Stude	nt Assignment:
i.	Affidavit of Residence*
ii.	Data Sheet*
iii.	Discipline Status*
iv	School Enrollment Checklist*
v	Parent Request Forms (i.e., Non-Routine, Deny Access, etc.)*
V1.	K Health Assessment*
	K Parent Observation Form*
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Х.	Records Request Form*
xi.	Joint Custody*
xii	Non-parental Affidavit*
viii	Parental Affidavit*
vin	Student Transfer Affidenit*
XV.	Transfer Request*
xvi.	Transfer Anneal*
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C C44	et Dua Dua com
S. Studen	nt Due Process:
	TOTO STATE TO CENTRES LAKA THE TELEVISION FOR THE T
ii.	Notice of Suspension*
iii.	Letter from Principal Enclosing Suspension Notice (recommending long-
- War	term suspension) ผู้สามาสมาชาวาร์สมาชาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์สาวาร์ส
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Student-Parent-Principal Agreement Form

Summer School Notification Form

Summer School Reminder Form

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3.	As additional documents or documents or document templates are translated into
	Stranish for into other language, coming later identified her the Distinct
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	documents themselves, will be made available to District staff who are likely to interact
kontro o segunda <mark>e e e e e e e e e e e e e e e e e e e</mark>	with LED parents on a regular basis and bays locitimate advectional research
ing of the property of the state of the stat	the documents in question. This information will be disseminated to stoff via the
	Intranet, internal memoranda, and/or periodic staff trainings.
A. A	Activity rates view river report of the Bornes of the Same of the state of the same of the
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	course of or as a follow up to the meeting. LEP parents who speak one of the Top
	speak another foreign language will receive the form in English but will have the form
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	suspension will receive a similar form along with the Notice of Suspension informing
	IKB and 5M martings, this famourill be assisted in an afthe The Court in
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	described in Cartier b. 1 of this also TED secrets I be Live 1 1 1 1 1
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	following:
	A. Any of the 504 documents listed in Section k.2.G of this Plan.
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n in	C. Any of the student discipline documents listed in Section k.? S. of this Plan
<u>.</u>	Through memoranda and other forms of training. District staff who are likely to interact
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	By means of the steps set out in sections a and b of this Plan. I FP parents in need of
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	additional translations are necessary.
8	A new central office position known as "Director of Translation Services" has been

created and posted but not yet filled. Once hired, the Director of Translation Services will oversee all aspects of Plan implementation, including but not limited to making

Page 18 – Wake County Public School System Language Assistance Plan

Date: <u>2/28/13</u>

LIST OF EXHIBITS

