



LANGUAGE ACCESS POLICY

Board Adopted 6/25/26

Purpose

Canyon Rim Academy is committed to providing meaningful communication and equal access to educational programs, services, and activities for students and families who have limited English proficiency (LEP). The school will provide language assistance services at no cost to families to ensure that parents and guardians can actively participate in their child's education.

Pursuant to Utah Code § 53G-7-221, Canyon Rim Academy shall maintain and annually review a Language Access Plan designed to ensure meaningful communication with parents and guardians who have limited English proficiency and to promote equitable access to educational programs, services, activities, and opportunities. The school shall reasonably provide language assistance services, including interpretation and translation of vital information, at no cost to families when necessary to ensure meaningful participation in their child's education.

Identification of Language Needs

1. During enrollment, families will be asked to identify their preferred language for both spoken and written communication.
2. The school will maintain records of each family's language preference in the student information system.
3. Language preference information will be reviewed and updated as needed.

Language Assistance Services

Canyon Rim Academy will reasonably attempt to provide interpretation and translation services when needed to facilitate meaningful communication between school personnel and families.

Interpretation services may be provided in person, by telephone, through virtual platforms, or through approved translation and interpretation service providers as available.

Translation and interpretation services may be available for, but are not limited to:

- Student registration and enrollment
- Parent-teacher conferences
- Individualized Education Program (IEP) meetings
- Section 504 meetings
- Student disciplinary meetings
- School safety and emergency communications
- Parent engagement activities
- School-wide events and meetings
- School board meetings when requested
- Other communications regarding a student's educational program

Translation of Documents

The school will make reasonable efforts to translate vital documents into a language that parents can understand. Vital documents may include:

- Enrollment forms
- Language service notifications
- School policies and handbooks
- Discipline notices
- Special education notices
- Emergency communications
- School-wide announcements that require parent action
- Information regarding educational programs and services

ParentSquare and School Communications

Canyon Rim Academy utilizes ParentSquare as its primary communication platform. ParentSquare's translation features may be used for routine communications, newsletters, announcements, reminders, and school updates. When necessary to ensure meaningful communication regarding significant educational matters, the school will provide qualified interpretation or translation services in addition to automated translation tools.

Use of Interpreters

1. The school will use qualified interpreters whenever possible.
2. Students will not be used as interpreters for official meetings except in emergency situations.
3. Family members may not be used as interpreters for special education, disciplinary, or other high-stakes meetings unless requested by the parent and permitted by law.
4. The school may utilize state-approved contracts, vendors, and resources for interpretation and translation services when available.

State Translation and Interpretation Services

Canyon Rim Academy recognizes that Utah law provides for statewide coordination of educational interpretation and translation services to support local education agencies in meeting the language-access needs of students and families. The school may utilize state-approved contracts, vendors, and resources, when available, to provide qualified interpretation and translation services in accordance with state law and the needs of students and families.

Parent Notification

Families will be informed annually of the availability of free language assistance services and how to request those services.

Notice of available language assistance services may be provided through enrollment materials, ParentSquare communications, the school website, student handbooks, or other appropriate methods.

Requesting Language Assistance

Parents may request interpretation or translation services by contacting the school office. School staff may also arrange services when a need is identified.

Requests should be made as far in advance as possible to allow the school adequate time to secure appropriate services.

Staff Responsibilities

The Director or designee shall:

- Ensure staff are aware of this Language Access Plan.
- Coordinate translation and interpretation services.
- Maintain records of language assistance requests.
- Review the effectiveness of the plan annually.
- Ensure compliance with state and federal requirements.
- Provide training and guidance to staff regarding language access procedures when necessary.

Parent Complaints

Parents who believe they have been denied appropriate language assistance services may submit a complaint to the Director. The school will investigate concerns and respond in a timely

manner. If concerns are not resolved at the school level, parents may pursue any additional complaint procedures available under state or federal law.

Annual Review

This Language Access Plan shall be reviewed annually by the Director and revised as necessary to meet the needs of Canyon Rim Academy students and families and to maintain compliance with applicable laws and regulations.

Legal Authority

This policy is adopted in accordance with:

- Utah Code § 53G-7-221 – Language Access Plans for Local Education Agencies
- Utah Code § 63A-2-501 – Definitions Related to Educational Interpretation and Translation Services Procurement
- Utah Code § 63A-2-502 – Educational Interpretation and Translation Services Procurement Advisory Council and State-Supported Interpretation and Translation Services

Adopted by the Canyon Rim Academy Board of Directors on 6/25/2026.