

## **Language Assistance Plan**

The Language Assistance Plan at Ohio Virtual Academy includes policies, procedural guidance, and supporting documents to ensure appropriate and timely language assistance to national origin minority, Limited English Proficient parents/guardians (LEP parents) that ensures they are notified, in a language they understand, of school activities, including activities related to and associated with their role as learning coaches, and other information and matters that are called to the attention of other parents. LEP parents may or may not have children who qualify for ELL services; LEP parents must receive language assistance in a language they understand regardless of the ELL eligibility of their child (ren) enrolled in Ohio Virtual Academy. **The Language Assistance Plan includes:**

### **Notification of Language Assistance Services**

Ohio Virtual Academy must notify LEP parents and all Academy staff of the availability of free language assistance services with respect to information about Academy programs and activities (e.g., on-line/digital and “in person” or telephone-based orientation sessions, parent-teacher conferences, meetings with OHVA staff, special education or other meetings about disability, learning coach activities, etc. ). The notification(s) will include information about how to access the services and will identify an OHVA contact person (ELL Lead Teacher) who can assist LEP parents in accessing interpreter services or translated documents.

The notification of Language Assistance Services is published in/on:

- the Academy’s website;
  - the student and parent handbooks;
  - all Academy-wide or school-based newsletters or other general communications; and
  - general contact information in advertisements or other contacts relating to enrollment/admissions.
- **Appendix R – Notification of Language Assistance Services**
- **Appendix Y - Professional Development for All Staff Educating and Supporting ELL Students**

### **Identification of LEP Parents**

Ohio Virtual Academy must identify LEP parents who may need language assistance through, at a minimum, home language surveys that ask parents, in a language they understand (in writing and/or verbally, as appropriate), if they need written translations or oral interpretation of communications and, if so, to specify the language(s) needed; through interaction between parents and staff; and taking into account that English language learner (EL) students, whom the Academy has an obligation to identify, may also have LEP parents.

A parent does not have to be of limited English proficiency in speaking, reading, writing, and comprehending English in order to be considered LEP; rather, a parent only need be limited in one of

these areas to be eligible to receive language assistance as needed. Generally, OHVA will accept the parent's assertion that he or she needs language assistance without requiring corroboration.

**Appendix Z - Professional Development for All Staff Educating and Supporting ELL Students**

# LEP Parent Identification and Language Support

## Ohio Virtual Academy

### Enrollment at OHVA

Home Language Survey indicates language other than English

### Determine Need for LEP Parent Language Assistance Services

ELL Teacher asks what if any language assistance parent needs; parent feedback determines type and scope of language assistance services

**Parent Identified as Limited English Proficient**

**Parent NOT Identified as Limited English Proficient**

### ELL Staff Sends Email to Teachers/Staff

Send email to teachers/staff that includes type and scope of language assistance services

### Include Parent Language Information in ELP

Parent does not receive language support services, but teachers are aware that parent is a nonnative English speaker

### Provision of Appropriate LEP Parent Language Assistance Services

All OHVA staff receives annual notification and training about interpreter/translation procedures and best practices for supporting LEP parents