

## **ENGLISH LANGUAGE LEARNERS (ELL) COMMUNICATION PROCEDURE**

Policies, forms, and rules shall be communicated in writing to ELL and Limited English Proficient (LEP) students (and when applicable, their parents) in their language of origin. The District should maintain documentation verifying that students (or, when applicable, parents) have received and understand these documents. This communication should occur as soon as practical, except as otherwise specified below, subject to the availability of translation services. Any delays in providing such written communication to ELL students (and, when applicable, parents) should be documented in writing with an explanation of the reason for the delay and a description of how the District intends to accommodate and/or protect the student until this communication can occur.

- School enrollment forms (forms will be translated on a case-by-case basis as needed)
- All school district policies and regulations related to student conduct, student rights and responsibilities, and general student health and safety protocols (e.g., medication in schools, student supervision, etc.)
- Documents pertaining to ELL identification procedures, services, and opt-out procedures
- Parental consent and waiver forms (forms will be translated on a case-by-case basis as needed)
- All safety rules applicable to curricular and extracurricular activities in which an ELL student participates (e.g., lab safety, shop safety, pool safety, extracurricular participation safety rules, etc.). These rules should be communicated prior to the student participating in the activity in which such rules apply.