

Advantage Arts Academy Board of Directors Meeting



ADVANTAGE ARTS
ACADEMY

Date: Monday, April 24, 2023

Time: 10:00 AM

Anchor Location: 6171 W. 11800 S.; Herriman, UT 84096

Teleconference: <https://us02web.zoom.us/j/82070796838>

This meeting will be held via teleconference.

The mission of Advantage Arts Academy, in alignment with the Beverley Taylor Sorenson Arts Learning Program, is to effectively increase our students' performance in every subject, as well as improve students' core academic capacity, emotional well-being, arts awareness, and social skills.

AGENDA

CALL TO ORDER

CONSENT ITEMS

- March 20, 2023 Board Meeting Minutes

PUBLIC COMMENT (comments will be limited to three minutes)

REPORTS

- Finance Report
- Director Report

VOTING ITEMS

- Asphalt Maintenance
- Rescind Test Administration Policy
- Assessment of Student Achievement Policy
- Language Access Policy

TRAINING

CALENDARING

- Board Meeting June 26, 2023 at 10 AM
- 2023-2024 Meeting Schedule

ADJOURN

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.

Advantage Arts Academy Board of Directors Meeting



Date: Monday, March 20, 2023

Anchor Location: 6171 W. 11800 S.; Herriman, UT 84096

Board Members Present: Jodi Hart Wilson, Kim Dohrer, Suzy Mortenson, Darren Marshall, Doug James

Board Members Excused: Crystal Thomas

Others Present: Kelly Simonsen, Dawn Benke, Janese Robinson

The mission of Advantage Arts Academy, in alignment with the Beverley Taylor Sorenson Arts Learning Program, is to effectively increase our students' performance in every subject, as well as improve students' core academic capacity, emotional well-being, arts awareness, and social skills.

MINUTES

CALL TO ORDER

- Jodi Hart Wilson called the board meeting to order at 10:05 AM.

CONSENT ITEMS

- **March 6, 2023 Board Meeting Minutes**
Suzy Mortenson made a motion to approve the March 6, 2023 Board Meeting Minutes; Doug James seconded. Motion passed; the votes were as follows:
 - Jodi Hart Wilson – AYE
 - Suzy Mortenson – AYE
 - Darren Marshall – AYE
 - Doug James – AYE

PUBLIC COMMENT

- **2023-2024 Fee Schedule and Fee Waiver Policy**
 - No public comment. This was the second public comment period for the fee schedule.

VOTING ITEMS

- **Landscaping Service Provider and Rate Sheet**
Janese Robinson explained the school went through a bidding process and Kelly Simonsen would like to begin lawn care services with Above All Landscaping. The pricing of services is in line with what they are paying now.
Suzy Mortenson made a motion to award the contract for landscaping services to Above All Landscaping; Darren Marshall seconded. Motion passed; the votes were as follows:
 - Jodi Hart Wilson – AYE
 - Suzy Mortenson – AYE

- *Darren Marshall – AYE*
- *Doug James – AYE*
- **Reapprove Fee Waiver Policy**
Kim Dohrer joined the meeting at 10:10 AM.
 It was noted that annual reapproval is required and no changes to the policy have been recommended.
Darren Marshall made a motion to reapprove the Fee Waiver Policy; Doug James seconded. Motion passed; the votes were as follows:
 - *Jodi Hart Wilson – AYE*
 - *Kim Dohrer – AYE*
 - *Suzy Mortenson – AYE*
 - *Darren Marshall – AYE*
 - *Doug James – AYE*
- **Public Education Materials Development Policy**
 The policy was reviewed, and it was explained that this policy is a continuation of the response to the State Charter School Office review of board rule and Utah code.
Suzy Mortenson made a motion to approve the Public Education Materials Development Policy; Darren Marshall seconded. Motion passed; the votes were as follows:
 - *Jodi Hart Wilson – AYE*
 - *Kim Dohrer – AYE*
 - *Suzy Mortenson – AYE*
 - *Darren Marshall – AYE*
 - *Doug James – AYE*

CALENDARING

- The next board meeting is scheduled for April 24, 2023 at 10 AM.

VOTING ITEMS

- **2023-2024 Fee Schedule**
 The fee schedule was reviewed and changes from the current year were noted. There have been no changes to the fee schedule since the first public viewing and comment period.
Suzy Mortenson made a motion to approve the 2023-2024 Fee Schedule; Kim Dohrer seconded. Motion passed; the votes were as follows:
 - *Jodi Hart Wilson – AYE*
 - *Kim Dohrer – AYE*
 - *Suzy Mortenson – AYE*
 - *Darren Marshall – AYE*
 - *Doug James – AYE*
- **2023-2024 School LAND Trust Plan**
Kelly Simonsen joined the meeting at 10:17 AM.
 Kelly Simonsen detailed recent communication with State School LAND Trust staff and meeting of the School’s LAND Trust Committee. The plan was explained in concept,

including the goal to support science and fine arts and use of expenditures for the Arts Integrationist salary. Goal measurement was considered.

Kim Dohrer made a motion to approve the 2023-2024 School LAND Trust Plan in concept, pending board receipt of written plan; Doug James seconded. Motion passed; the votes were as follows:

- *Jodi Hart Wilson – AYE*
- *Kim Dohrer – AYE*
- *Suzy Mortenson – AYE*
- *Darren Marshall – AYE*
- *Doug James – AYE*

CLOSED SESSION

- *Jodi Hart Wilson made a motion to enter a closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a) to be held with an anchor location at Advantage Arts Academy; Kim Dohrer seconded. Motion passed; the votes were as follows:*

- *Jodi Hart Wilson – AYE*
- *Kim Dohrer – AYE*
- *Suzy Mortenson – AYE*
- *Darren Marshall – AYE*
- *Doug James – AYE*

Entered closed session at 10:29 AM.

ADJOURN

- *Kim Dohrer made a motion to adjourn the closed session and board meeting; Darren Marshall seconded. Motion passed; the votes were as follows:*

- *Jodi Hart Wilson – AYE*
- *Kim Dohrer – AYE*
- *Suzy Mortenson – AYE*
- *Darren Marshall – AYE*
- *Doug James – AYE*

Closed session and board meeting adjourned at 10:37 AM.

**Advantage Arts Academy
Board of Directors
Closed Session**



Date: Monday, March 20, 2023

Anchor Location: 6171 W. 11800 S.; Herriman, UT 84096

CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Advantage Arts Academy entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 23 day of March, 2023.

Jodi Hart Wilson

Jodi Hart Wilson (Mar 23, 2023 14:16 MDT)

Jodi Hart Wilson, Board President

Advantage Arts Academy Statement of Activities

Created on April 10, 2023

For Prior Month

Reporting Book:

ACCRUAL

As of Date:

04/10/2023

Location:

Advantage Arts Academy

	Annual	Year-to-Date	
	June 30, 2023	March 31, 2023	
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	55,000	60,213	109.5 %
Revenue From State Sources	2,997,447	2,457,355	82.0 %
Revenue From Federal Sources	340,734	57,540	16.9 %
Total Income	3,393,181	2,575,108	75.9 %
Expenses			
Instruction/Salaries	1,236,013	809,989	65.5 %
Employee Benefits	313,433	189,074	60.3 %
Purchased Prof & Tech Serv	301,353	300,396	99.7 %
Purchased Property Services	238,237	103,917	43.6 %
Other Purchased Services	186,127	96,037	51.6 %
Supplies & Materials	100,000	76,974	77.0 %
Property	15,000	19,307	128.7 %
Debt Services & Miscellaneous	980,669	742,204	75.7 %
Total Expenses	3,370,832	2,337,898	69.4 %
Total Net Income	22,349	237,210	1,061.4 %

**Advantage Arts Academy
Statement of Financial Position
Created on April 10, 2023
For Prior Month**

Reporting Book:

ACCRUAL

As of Date:

04/10/2023

Location:

Advantage Arts Academy

	Period Ending 03/31/2023	Period Ending 03/31/2022
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash	527,636	259,929
Accounts Receivables	1,625	322
Total Current Assets	<u>529,261</u>	<u>260,251</u>
Net Assets		
Fixed Assets	12,492,074	13,259,844
Depreciation	(173,660)	(299,460)
Total Net Assets	<u>12,318,414</u>	<u>12,960,384</u>
Total Assets & Other Debits	<u>12,847,675</u>	<u>13,220,635</u>
Liabilities & Fund Equity		
Current Liabilities	<u>41,839</u>	<u>261,823</u>
Long-Term Liabilities	<u>13,049,686</u>	<u>13,141,589</u>
Fund Balance	<u>(632,594)</u>	<u>(195,649)</u>
Net Income	<u>388,744</u>	<u>12,872</u>
Total Liabilities & Fund Equity	<u>12,847,675</u>	<u>13,220,635</u>



ADVANTAGE ARTS
ACADEMY



Director's Report

Prepared by Kelly Simonsen
April 24, 2023

In this report:

- Administrative Goals
- Instructional Highlights
- Recent Events
- Upcoming Events
- Surveys



Administrative Goals



ACADEMIC GOALS

Emphasize and develop the BTS model and philosophy of teaching

PROGRESS

Cindy Jahnsen and I have visited four campuses since our last board meeting. We contacted schools that were specifically mentioned by name in our charter application as model/mentor schools, met with school leaders, spoke with teachers, and observed classrooms. After wards, Cindy compiled a comparison chart for us to evaluate our strengths and weaknesses in implementing the BTS model.



Visit to Syracuse Elementary School

	SAA	AAA	
Side- by Side BTS Teaching	No	Yes	
Before/After School Arts Programs	Ballroom, Choir, Legos, Robotics, Musicals (parents are paid to lead the musical. Cheaper than paying a teacher)	Strings ensembles, Art Club, Drama Club	
Parent Volunteer	A lot of support from parents and volunteers	Minimal support	
Arts Curriculum-	Builds curriculum according to PLC's with teachers	Builds curriculum according to PLC's with teachers	
Dance	Full time- experienced		
Visual Art	Full time- experienced	Recent addition of Full time Art	
Music	Full time-experienced	Music/ Movement full time- Experienced	
Drama			
Librarian	Teaching scheduled basis	Part of specials rotation	
Professional Development	BYU and Weber state partnership. Pay universities to come out and do trainings with staff, Teacher to teacher trainings	BTS- initial training, opportunities forwarded to teachers for arts iteration training, teacher to teacher training,	
Guest Artists		Opera Works, Alien Ballet, Ballet West, Herriman Drama Department, Herriman Choral department, Springville Museum of Art- Art Talks, USU Art Truck	
Informances	Twice a year informants, one performance.	Star time informances, most fridays, plus twice a year informance	

Community Nights	Art Night- Art truck from SL, Opera Night, Harry Potter Night, Celebration of the child, Art truck from SL Museum of Modern Art, talent contest where parents are the judges and parents perform, Harry Potter Night, Valentines Day Dance,	Multicultural Literacy Night, Carnival, Art Night (scheduled)	
Enrollment			
Student Council			
Parent Council			
Collaboration with teachers	Yes and No	Yes	
Measurable	Bulleseye, helps assess teacher progress through all subjects and Arts Integration	Principal assessments twice a year	
Relationship with Students	Principal eats lunch with students (Junior High)	Star Student Lunch, Students eat with the principal and teachers Most mornings outside, greeting parents and students at drop-off	
Marketing	Hires out their marketing. Uses a grant. Called Duo Marketing. 3 year contracts		
Technology	Microphones and speaker system in every classroom, Carasel- to make the TV's talk to one another		
Art in School	Each grade creates an art project on a large canvas. Art "permanently" displayed in each hall		

Administrative Goals

ENROLLMENT GOALS

Increase student enrollment to 415 by the beginning of the 2023-2024 school year.

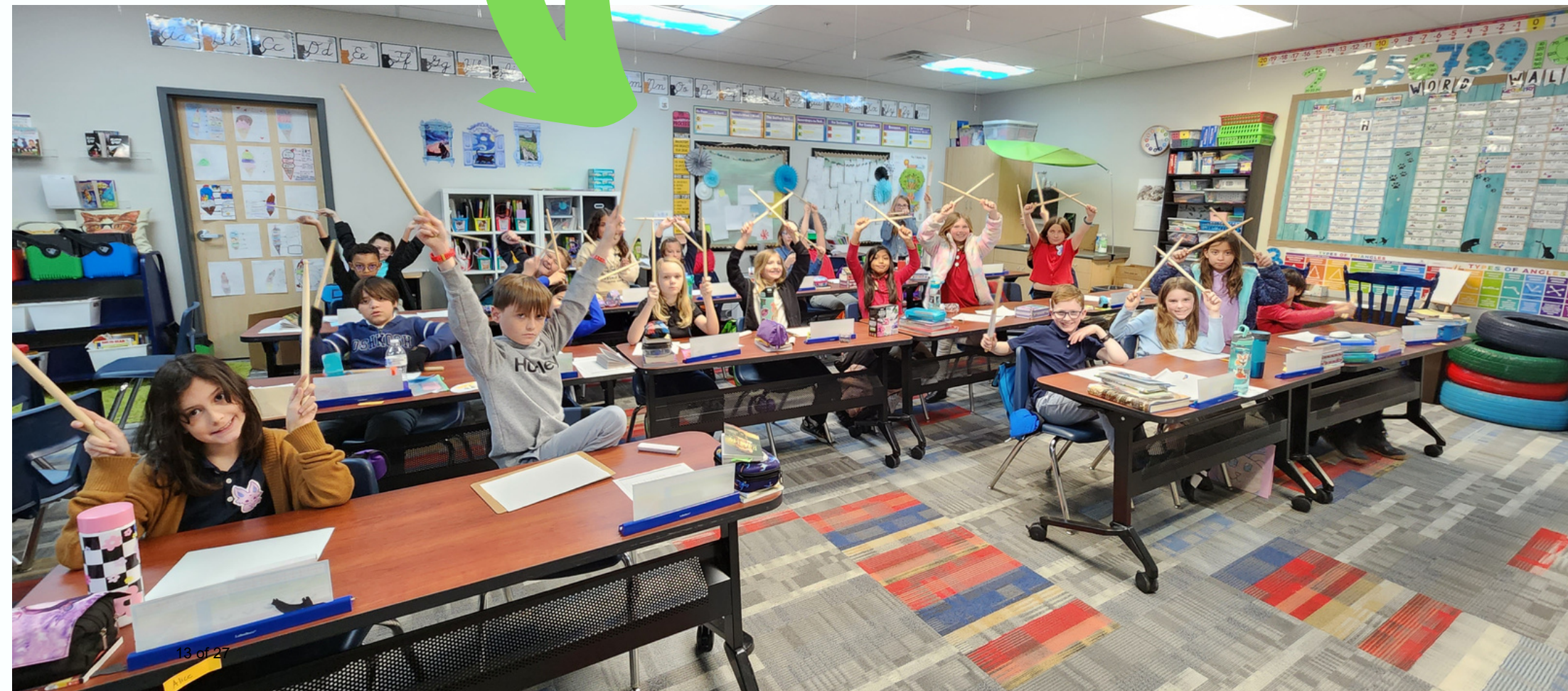
PROGRESS

- Currently 392 students registered in Aspire, with secretaries making follow up calls to lottery and existing students
- Summer Camps open to the community
- New outdoor banners by Lifetouch
- Herriman Journal visit & article
- Discovery Kids Preschool graduation
- Up with Kids! partnership
- Neighborhood Church partnership
- Community events
 - Herriman Farmer's Market
 - Herriman Towne Days
 - AAA Community Farmer's Market in partnership with LunchPro, Utah State University, A & Z Produce, and USBE



Instructional Highlights

BTS Teacher Training to Classroom Implementation



...

Recent Events



...

Upcoming Events



ADVANTAGE ARTS ACADEMY

GLOW RUN
FUNDRAISER

MAY 23

MORE INFORMATION FOR STUDENTS COMING SOON!

The poster features a black background with a glowing neon purple and blue geometric shape in the center. The Advantage Arts Academy logo is at the top, and the text is in various colors and fonts to create a vibrant, energetic look.



Join us at Advantage Arts Academy for

SUMMER ART CAMPS
CHOIR, MUSICAL THEATER, VISUAL ARTS & MORE!

Scan the QR code to see camp schedules, descriptions, and fees.

BROUGHT TO YOU BY TEACHERS AT

ADVANTAGE ARTS ACADEMY

K-6 Public Charter School
Arts Integrated Education
6171 W 11800 S Herriman, UT

The poster has a colorful, abstract background with a hand holding a red marker on the left. It includes a QR code and the Advantage Arts Academy logo. The text is bold and clear, providing essential information about the summer art camps.



ADVANTAGE ARTS ACADEMY

FIELD DAY

PARENT VOLUNTEERS NEEDED!
April 6, 3:30 pm
Planning Meeting

The poster features a bright green grassy field with a circular cutout showing three children playing. The Advantage Arts Academy logo is at the top, and the text is in bold, white, and black fonts. The overall theme is fun and community-oriented.



Survey Discussion (Kim)

***Student Climate Survey & Adult Climate Survey
have been sent out to teachers and students.***

**Advantage Arts Academy
Board of Director's Meeting
Monday, April 24, 2023**

Action Item: *Asphalt Maintenance*

Issue:

In accordance with the school's purchasing policy, all invoices that exceed \$15,000 must be approved by the Advantage Arts Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

Background:

The Asphalt at Advantage Arts Academy is new and would benefit from a protective treatment of AP4 sealant applied within the first few years of the asphalt being laid down. This will provide necessary protection to extend the life of the asphalt.

Bids have been requested from two companies and treatment comes with a 5-year warranty.

Recommendation:

It is recommended that the Board approve Asphalt Maintenance treatment not to exceed \$19,500.

Andersen Asphalt

801-675-1555
admin@andersenam.com



Prepared For:
Academica West
290 N Flint St
Kaysville, UT 84037
435-663-5107

Attention:
Kirk Blake

Project Address:
Advantage Arts Academy
6171 11800 S
Herriman, UT 84096

Thank you for the opportunity to provide you with a proposal. Please review the proposal and feel free to call with any questions.

AP4 ASPHALT SURFACE TREATMENT

\$15,727.10

Apply 79,551 Square Feet of AP4 Asphalt Surface Treatment

- Apply AP4 Surface Treatment, which is a high performance, high-density, emulsion based asphalt polymer treatment at a rate of 65+ wet Mils.
- AP4 consists of at least 6% cutting edge polymers for added durability and better resistance to ultraviolet rays, oxidation, water, and chemicals.
- We will thoroughly clean the pavement with wire bristled sweepers, high powered blowers, and high pressured water (if necessary).
- A polymer modified tack coat will be applied if necessary for adhesion and added protection.
- Purchaser is responsible to ensure all vehicles are removed (towing if required) from the affected areas no later than 7:00 a.m.
- Sprinkler systems are to be shut off 24 hours prior to treatment and 24 hours after completion.
- The parking lot may be reopened 24 hours after the completion of work but is subject to weather temperatures and other related conditions.
- We are not responsible for damage to property from vehicular or foot traffic on wet material.

STRIPING LINES

\$3,697.79

Apply traffic paint to parking stalls and other marked areas

6,328	Striping
6	ADA white symbol with blue box
24	Arrow - new layout
11	Stencil - STOP
1	Four Square
1	Hop Scotch
11	Stop bar

- Apply Sherwin Williams SetFast traffic paint, which is a dependable application that provides fast-drying properties and excellent durability.
- If a detailed striping layout is not provided, we will exercise our best effort to re-stripe the area per the existing layout.
- A minimum of \$400 for each additional mobilization may be required.
- Please ensure all vehicles are removed (towing if required) from the affected areas prior to scheduled time.

PREPARED BY: Andersen Asphalt

PROPOSAL TOTAL: \$19,424.89

Notes:

1618-1



1/20/2023

- Additional quantities to be billed at the same rate.
- Power steering turning marks are normal and will fade away over time.
- The sealed surface will remain tender during the hot months of the year.
- Customer is responsible to ensure sprinklers are turned off 24 hrs prior and remain off for 24 hrs after project. Additional costs will be billed if contractor arrives to a wet surface.
- It is the responsibility of the customer to ensure all vehicles or other debris is clear from the maintenance area. All towing costs will be billed to the customer.
- Price based on 1 Mobilization; additional mobilizations will be charged extra.
- Purchaser is responsible to ensure all vehicles are removed (towing if required) from the affected areas no later than 7:00 a.m.
- Sprinkler systems are to be shut off 24 hours prior to treatment and 24 hours after completion.
- We are not responsible for damage to property from vehicular or foot traffic on wet sealcoat.

The Unit Rates applicable to the categories of work to be performed pursuant to this Agreement are based on the following material costs and published indexes:

Any adjustments to the original scope of work shall be committed and paid by purchaser as though a written change order were approved and signed by both parties.

Purchaser: _____ Title: _____

Printed Name: _____ Date: _____

Background and Summary of New Policies

Assessment of Student Achievement Policy

R277-404 contains requirements related to schools' administration of statewide assessments. This policy references and describes many of those requirements and addresses how the school will comply with them, including with respect to the school's statewide assessment plan, student participation in statewide assessments, and student exemptions from taking statewide assessments. The policy also states that the school will comply with the USBE's Standard Test Administration and Testing Ethics Policy, which is required by R277-404.

The Assessment of Student Achievement overlaps the Test Administration Policy, the recommendation is to rescind the Test Administration Policy upon adoption of this policy.

Language Access Policy

Last year the legislature enacted a bill (HB 302) that requires each LEA to adopt a policy addressing the LEA's communication and assistance to students who are learning English and their parents. The bill (now codified in Utah Code § 53G-7-223) requires that the policy include certain provisions on an LEA's use of interpreters and translators for school activities and documents. The bill also requires that the USBE create a model policy covering the language assistance requirements, which the USBE has now completed. This policy is based on the USBE's model policy and requires the school to, among other things, designate a Language Access Coordinator, determine the primary language spoken by a student and his/her parent within 30 calendar days of a student's enrollment, provide interpretation services during regular business hours to students and their parents who require such services to communicate with the school about critical information, and provide translations of school materials to students and their parents who require the translations to communicate effectively with the school. This policy is required to be reviewed by the school on an annual basis.

Test Administration Policy

Adopted: October 2, 2017

Revised: _____

Policy

Advantage Arts Academy (the “School”) places a high value on ethics and integrity and expects students and staff to demonstrate these characteristics. Accordingly, the School recognizes the importance of fair and ethical test administration. The School’s Principal will therefore ensure that all required procedures are implemented in order to ensure that all state-mandated tests are administered in an ethical manner.

Assessment of Student Achievement Policy

Approved: _____

Revised: _____

Purpose

Advantage Arts Academy (the “School”) is required to measure student achievement, including by way of administering statewide assessments. When administered properly, statewide assessments give students an opportunity to demonstrate what they know and can do. In addition, the results of statewide assessments provide the School not only important data about their students’ proficiency, but also valuable information that can be used to guide and improve instruction in the School.

The purpose of this policy is to help ensure that the School conducts statewide assessments in a fair and ethical manner and in compliance with applicable law and Utah State Board of Education (“USBE”) rule. The School intends for this policy to comply with the requirements of Utah Administrative Code Rule R277-404.

Policy

Statewide Assessment Plan

The School shall develop a plan to administer statewide assessments. The plan shall include at least the following:

- (a) The dates the School will administer statewide assessments;
- (b) Professional development for an educator to fully implement the assessment system;
- (c) Training for an educator, appropriate paraprofessional, or third-party proctor in the requirements of assessment administration ethics; and
- (d) Training for an educator and an appropriate paraprofessional to use statewide assessment results effectively to inform instruction.

The School shall submit the plan to the USBE by September 15 each year.

At least once each year the School shall provide professional development and training on statewide assessment administration as required by R277-404. The School shall use the Standard Test Administration Testing Ethics Policy for such professional development and training.

Student Participation in Statewide Assessments

- (a) With the exception of those students described in subsection (b) immediately below and exempted students, the School shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies.
- (b) A student's IEP team, English Learner Team, or Section 504 accommodation plan team shall determine an individual student's participation in statewide assessments consistent with the Utah Participation and Accommodations Policy.
- (c) An educator may use a student's score on a statewide assessment to improve the student's academic grade for or demonstrate the student's competency within a relevant course. However, a student's score on a statewide assessment may not be used in determining whether the student may advance to the next grade level.
- (d) The School may not provide a nonacademic reward to a student for taking a statewide assessment.

Student Exemption from Statewide Assessments

- (a) A student's parent has the right to exempt the student from a statewide assessment in accordance with Utah Code § 53G-6-803 and the exemption procedures in R277-404. The School shall not impose procedures beyond those in R277-404 to exercise this right nor may the School impose any penalty or adverse consequences upon a student who is exempted.
- (b) School grading, teacher evaluation, and student progress reports or grades may not be negatively impacted by students exempted from taking a statewide assessment.
- (c) The School may allow a student who has been exempted from a statewide assessment to be physically present in the room during test administration. The School shall ensure that exempted students who are in attendance are provided with an alternative learning experience during test administration.

Other Requirements

The School shall comply with all applicable requirements in R277-404, including adhering to the USBE's Standard Test Administration and Testing Ethics Policy which is incorporated by reference in the rule.

Language Access Policy

Approved: _____

Revised: _____

Purpose

The purpose of this policy is to help ensure that Advantage Arts Academy (the “School”) provides access to its services, programs, and activities to persons who have limited English proficiency and understand languages other than English.

Definitions

For purposes of this policy, the following terms have the following meanings:

“Primary language” means the first language spoken by a student and a student’s parent/guardian.

“Interpretation” means simultaneous communication between a speaker of English and a speaker of another language.

“Translation” means written communication wherein the written words of one person are communicated to others in writing in a different language.

Policy

Language Access Coordinator

The School’s Director shall designate a Language Access Coordinator who is responsible for implementing this policy at the School and ensuring that any necessary training on the policy is provided. The Language Access Coordinator may also recommend updates or changes to this policy in an effort to make the policy more effective.

Notification to Employees

The School shall notify its employees of this policy, the rights of parents/guardians and students to receive language assistance services, and the proper procedures to access language assistance services as outlined in this policy.

Determination of Primary Language

Within thirty (30) calendar days of a student's enrollment (or re-enrollment) in the School, the School shall determine the primary language spoken by the student and the student's parent/guardian, and if such language is not English, whether the student and parent/guardian require language assistance to communicate effectively with the School.

The School shall maintain a current record of the primary language of each parent/guardian of students enrolled in the School.

Obligation to Provide Language Assistance Services

The School shall, consistent with this policy and applicable law, provide translation and interpretation services to students and parents/guardians who require language assistance in order to communicate effectively with the School.

Interpretation Services

The School shall provide interpretation services during regular business hours to parents/guardians and their students who require such services in order to communicate with the School regarding critical information about the students' education. Depending upon availability, such interpretation services may be provided at the School, a reasonable location agreed upon by the School and a student's parent/guardian, or virtually.

The School shall provide the interpretation services described above for School activities, including but not limited to:

- (a) classroom activities;
- (b) impromptu and scheduled office visits or phone calls;
- (c) enrollment or registration processes;
- (d) the Individualized Education Program (IEP) process;
- (e) student educational and occupational planning processes;
- (f) fee waiver processes;
- (g) parent engagement activities;
- (h) student disciplinary meetings;
- (i) community councils (if any);
- (j) board meetings;
- (k) other School activities; and
- (l) other interactions between the parents/guardians of a student learning English and educational staff at the School.

Translation Services

The School shall provide translations of School materials to parents/guardians and their children who require them to communicate effectively with the School, and such materials include, but are not limited to:

- (a) registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications;
- (b) assignments and accompanying materials;
- (c) report cards or other progress reports;
- (d) student discipline policies and procedures;
- (e) grievance procedures and notices of rights and nondiscrimination;
- (f) parent or family handbooks;
- (g) requests for parent permission; and
- (h) 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/guardians and family.

Centrally Produced Critical Communications

The School shall identify documents that it distributes or electronically communicates to parents/guardians containing critical information regarding their child's education, including, but not limited to, documents pertaining to:

- (a) registration, application, and selection;
- (b) standards and performance (e.g., standard text on report cards);
- (c) conduct, safety, and discipline;
- (d) special education and related services; and
- (e) transfers and withdrawals.

The School shall procure translations of the applicable critical communications listed above in a timely manner, in each of the covered languages, and work to make such translations available to parents/guardians and students of the School.

Student-Specific Critical Documents

Where required under this policy, the School shall provide parents/guardians with a translation of important documents that contain individual, student-specific information regarding, but not limited to, their student's:

- (a) health;
- (b) safety;
- (c) legal or disciplinary matters; and
- (d) entitlement to public education or placement in any special education, English language learner or non-standard academic program.

Qualifications of Interpreters and/or Translators

Individual interpreters and translators provided by the School do not have to be certified unless certification is required by law. However, they should be competent and, where possible, have experience providing interpretation or translation services for school activities and materials listed in this policy. Where deemed appropriate by the School's Director or Language Access Coordinator, the School may utilize online translation services such as Google Translate or Microsoft Translator to translate School materials or documents described in this policy.

The School shall follow its Special Education Policies and Procedures Manual when providing interpretation and translation services for students with disabilities.

Complaints

If any parent/guardian or student feels that they are not receiving the language assistance services set forth in this policy, they may address those concerns through the School's Parent Grievance Policy.

Annual Review of Policy

The School shall review this policy for efficacy on an annual basis. As part of this review, and for purposes of evaluating the effectiveness of this policy, the School may consult with its stakeholders and community members, refugee resettlement agencies, immigration services organizations, ethnic based community organizations.