APS Policy Review Team
2110 Washington Blvd
Arlington, VA 22204

TO: Arlington School Board
FROM: Policy Review Team
THROUGH: Dr. Francisco Durán, Superintendent
DATE: December 5, 2025
RE: Proposed revisions to Policy I-7.2.3.30 Communication

This policy is up for its regular 5-year review and is scheduled for Board Information on December 18.

Staff are proposing the following changes to Policy I-7.2.3.30 Communication.

- Renumber and retitle to K-30 Language Access Services.
- Clarify the introductory language.
- Remove definition of Cued Language Transliteration and out-of-date reference to its provision to parents/guardians.
- Note that a family who feels they have not received adequate services can contact the Office of Student Registration and Language Services to resolve the issue.
- Clarify that APS only translates essential documents that are produced by APS.
- Clarify that interpretation will be provided in major languages automatically and in other languages by request.
- Remove monitoring language and other unnecessary language.
- Redefine “Major Languages” to include only those spoken by at least 5% of families in APS or at least 15% of families in the applicable school.
- Minor technical changes.

This policy has been reviewed by the Policy Review Team and Policy Subcommittee and has been posted for public comment.

Arlington Public Schools provides Language Access Services to limited English proficient families in order to promote greater public access and participation in services, programs, and activities.

To ensure meaningful access to programs, activities and information, and to facilitate parents'/guardians' involvement in their children's education, language interpretation and translation services (including American Sign Language interpretation) are provided by Arlington Public Schools to families. If a family feels they have not received adequate services, they can contact the Office of Student Registration and Language Services to resolve the issue.

Language access related to instruction and instructional materials is handled in accordance with School Board Policy I-7.2.6 English Learner Services. Access to American Sign Language interpretation or Cued Language Transliteration related to instruction and instructional materials is handled in accordance with School Board Policy I-7.2.1 Special Education Programs and Services.

Translation

Notices or documents containing essential information that are distributed at the division level will be translated into the major languages of Arlington Public Schools. Notices or documents containing essential information that are distributed at the school level will be translated into the major languages of the applicable school. The documents will be distributed to parents/guardians speaking those languages and posted on the Arlington Public Schools' website. Speakers of languages other than the major languages will be provided, in a timely manner, written translations of the documents in a language they understand either upon request or if the need for such translation becomes apparent to Arlington Public Schools staff. Arlington Public Schools only translates essential documents that are produced by Arlington Public Schools.

Interpretation

Oral communications of essential information at the division or school level will be provided in a language the parent/guardian understands by means of an interpreter. Arlington Public Schools will provide oral interpretation of other school-related information in the major languages of Arlington Public Schools or the applicable school, depending on which is responsible for the communication. Arlington Public Schools will also provide oral interpretation in other languages as described in the implementation procedures upon receiving reasonable, specific advance requests.

All Arlington Public Schools-provided interpreters, whether paid Arlington Public Schools' employees, contractors, or volunteers, will be: bilingual and demonstrably qualified and competent to interpret; trained in providing the interpretation they are asked to provide or sufficiently knowledgeable in both languages of any specialized terminology needed to provide the requested interpretation accurately; and trained in the ethics of interpretation (e.g., the need for accuracy and confidentiality in interpretation).

Definitions

Major Languages refers to the spoken languages other than English that are spoken by at least 5% of families in Arlington Public Schools or by at least 15% of the families in the applicable

school based on parental responses to questions on the registration and first-day packet forms each school year.

References

U.S. Department of Justice (Civil Rights Division) and U.S. Department of Education (Office of Civil Rights) Information for Limited English Proficient Parents and Guardians and for Schools and School Districts that Communicate with Them.
School Board Policy I-7.2.1 Special Education Programs and Services
School Board Policy I-7.2.6 English Learner Services
Policy Implementation Procedure K-30 PIP-1 Language Access Services

Policy Adoption and Revision History

Adopted August 19, 2010, Effective September 1, 2010
Renumbered (former Policy 20-5) effective July 1, 2018
Revised November 5, 2020, Effective November 5, 2020

Arlington Public Schools provides Language Access Services to limited English proficient families in order to promote greater public access and participation in services, programs, and activities.~~encourages clear and accessible communication between families and the schools regarding individual students' instructional programs and between the school system and all stakeholders regarding the system-wide instructional program.~~

To ensure meaningful access to ~~instructional~~ programs, activities and information, and to facilitate parents'/guardians' involvement in their children's education, language interpretation and translation services (including American Sign Language interpretation~~ and Cued Language Transliteration~~) are provided by Arlington Public Schools to families. If a family feels they have not received adequate services, they can contact the Office of Student Registration and Language Services to resolve the issue.

Language access related to instruction and instructional materials is handled in accordance with School Board Policy I-7.2.6 English Learner Services. Access to American Sign Language interpretation or Cued Language Transliteration related to instruction and instructional materials is handled in accordance with School Board Policy I-7.2.1 Special Education Programs and Services.

Translation

Notices or documents containing essential information that are distributed at the ~~District~~ division level will be translated into the major languages of Arlington Public Schools.~~or~~ Notices or documents containing essential information that are distributed at the school level will be translated into the major languages of the applicable school. ~~and~~The documents will be distributed to parents/guardians speaking those languages and posted on the Arlington Public Schools' website. ~~; and s~~Speakers of languages other than the major languages will be provided, in a timely manner, written translations ~~or interpretation~~ of the documents in a language they understand either upon request or if the need for such translation becomes apparent to Arlington Public Schools staff. Arlington Public Schools only translates essential documents that are produced by Arlington Public Schools.

Interpretation

Oral communications of essential information at the division or school level will be provided in a language the parent/guardian understands by means of an interpreter~~ without undue delay~~. Arlington Public Schools will provide oral interpretation ~~or written translation~~ of other school-related information in the major languages of Arlington Public Schools or the applicable school, depending on which is responsible for the communication. Arlington Public Schools will also provide oral interpretation in other languages as described in the implementation procedures upon receiving reasonable, specific advance requests~~ for such information from limited English proficient parents/guardians~~.

All ~~District/Division or school~~Arlington Public Schools-provided interpreters, whether paid Arlington Public Schools' employees, contractors, or volunteers, will be: bilingual and demonstrably qualified and competent to interpret; trained in providing the interpretation they are asked to provide or sufficiently knowledgeable in both languages of any specialized terminology

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needed to provide the requested interpretation accurately; and trained in the ethics of interpretation (e.g., the need for accuracy and confidentiality in interpretation).

~~The Superintendent shall maintain a policy implementation procedure that outlines specific language services available to families via the website, schools, and offices.~~

~~The School Board shall monitor the implementation of this policy through annual monitoring reports to ensure that reasonable progress is being made toward achieving the School Board's goals and that operation of the school division/district is consistent with its policies.~~

Definitions

~~**Cued Language Transliteration** is the use of cued speech (a visual mode of communication in which mouth movements of speech combine with "cues" to make the sounds {phonemes} of traditional spoken languages look different allowing users who are deaf, hard of hearing or who have language/communication disorders to access the basic, fundamental properties of spoken languages through the use of vision) to convey the sounds that make of the words someone is saying so that another person (who uses cued speech) understand word by word what is being said.~~

Major Languages refers to the ~~District's/Divisions four most commonly~~ spoken languages ~~among English Learners~~ other than English that are spoken by at least 5% of families in Arlington Public Schools or by at least 15% of the families in the applicable school based on parental responses to questions on the registration and first-day packet forms each school year. ~~For more information please visit https://www.apsva.us/translation/ .~~

References

U.S. Department of Justice (Civil Rights Division) and U.S. Department of Education (Office of Civil Rights) Information for Limited English Proficient Parents and Guardians and for Schools and School Districts that Communicate with Them.

~~National Cued Speech Association~~School Board Policy I-7.2.1 Special Education Programs and Services

School Board Policy I-7.2.6 English Learner Services

Policy Implementation Procedure K-30 PIP-1 Language Access Services

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Commented [SM1]: Not necessary to note the PIP here. Added to the references below.

Commented [SM2]: Unnecessary monitoring language.

Commented [SM3]: Cued Language Transliteration is offered to students but not to families. Families have access to ASL.

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