



The Victoria Independent School District

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The Victoria Independent School District does not discriminate against any person on the basis of race, color, national origin, gender, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment.

El distrito escolar de Victoria no discrimina contra ninguna persona por motivos de raza, color, origen nacional, sexo, discapacidad o edad de admisión, tratamiento, o la participación en los programas educativos, servicios y actividades, o empleo.

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Language Access Plan

1. Program Statement

It is the practice of Victoria ISD to provide timely, meaningful access for speakers of all languages to all district programs and activities when requested. All personnel will inform members of the public that language assistance services are available free of charge to the extent practicable.

2. Purpose and Authority

In accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act, this policy establishes guidelines for providing language accessible services to individuals that are limited English proficient.

3. Language Data

Victoria ISD shall conduct an annual review of home language surveys to determine the common form of communication at home. When 15% of a campus' home language data shows that the common form of communication at home is a language other than English, the campus will provide the following documents translated to the common language:

- *Registration and Enrollment Forms*
- *Progress Reports*
- *Report Cards*

Individual campuses may provide other documents translated in a language accessible to their community based upon campus needs. All documents will be translated upon request. Verbal translation in Spanish is available at all Victoria ISD campuses. Other languages can be provided upon request to the extent practicable.

The following documents are translated into Spanish without a special request:

- *Registration and Enrollment Forms*
- *Student Handbook*
- *Code of Conduct*
- *School-Parent Compact*
- *Parent and Family Engagement Policy*
- *Campus Improvement Plans*

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Additionally, the district's website www.visd.net will translate into over 100 languages.

4. Prohibition Against Using Children as Interpreters

Staff are prohibited from using minor children to interpret. Parents shall be advised of client's right to an interpreter at no cost to them.

5. Public Notification

Copies of the district's Language Access Plan will be provided to the public on request and the district will post this plan on its public website. The plan will remain in effect unless modified or updated. The English language version of translated documents will serve as the official, legal, controlling document.

6. Complaint Process

A complaint regarding the denial of language accessible services or regarding the quality of language accessible services, including interpreters or translated materials, may be filed in accordance with Victoria ISD Board Policy FNG (Local).

7. Internal Language Access Contacts

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