

Limited English Proficiency

Barton Community College will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and equal opportunity to participate in our services, activities, programs and other benefits. Barton's aim is to provide for meaningful communication with persons who experience LEP and their authorized representatives. Interpreters, translators, and other aids needed to comply with this plan shall be provided without cost to the person being served.

Language assistance will be provided through the use of competent bilingual staff or other members of the campus community, through contracts or formal arrangements with organizations providing interpretation or translation services, or through technology or telephonic interpretation services.

All staff will be provided with notice of this plan. Barton will review the language access needs of its student population as well as update and monitor the implementation of this plan as necessary.

Procedural information:

1. Barton staff and faculty will make every attempt to identify the language and communication needs of a LEP individual. In addition, when records are kept of past interactions with LEP students or family members, the language used to communicate with the persons will be included as part of the record.
2. The college will maintain an accurate list of the name, language, phone number and hours of availability of bilingual staff. This list will be maintained by Student Services.
3. Individuals will work through The Office of Human Resources if it is necessary to obtain an outside interpreter.
4. Family members and/or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has been made aware that the College will secure other means for his or her interpretation needs at no charge. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person. An individual's children will not be used to interpret.
5. Barton will provide notice regarding the availability of language assistance on the College website and other appropriate avenues.
6. Test of changes