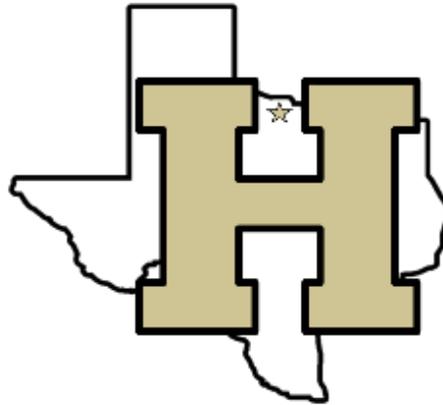


Henrietta Independent School District

“Commitment to Excellence”



Policy and Procedures for Translation Services

2020-2021

Henrietta ISD

Policy and Procedures for Translation Services

I. Policy:

In coordination with the Parent and Family Engagement Policy, the district recognizes the importance in developing and maintaining partnerships with parents and community members. A positive link between community, home, and school will create the most conducive learning condition for every child. These open communication lines will expand and enhance learning opportunities for all stakeholders. Therefore, Henrietta ISD will take reasonable steps to ensure that students and their parent(s) have meaningful access and an equal opportunity to participate in our services, activities, programs, and other benefits. All interpreters, translators and other aids needed to comply with this policy shall be provided to students and their families of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, or technology related services.

Henrietta ISD will conduct a regular review of the language access needs of our student population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

II. Procedures:

- A. Identifying Students and their Language
 - 1. Henrietta ISD will promptly identify the language and communication needs of each individual student through the home language form that is completed at the first registration.
- B. Obtaining translation services, Henrietta ISD will:
 - 1. Maintain an accurate and current list showing the name and language of available bilingual staff.
 - 2. Contact the appropriate bilingual staff member, if available, to interpret if an interpreter is needed.
 - 3. Obtain an outside interpreter, if possible, through community and religious organizations to assist in communicating effectively with parent(s) if a staff interpreter is not available or does not speak the needed language.

Student/Parent(s) may prefer or request to use a family member or friend as an interpreter. However, family members or friends will not be used as interpreters unless specifically requested by that individual and **after** the student and/or parent(s) has been informed that an interpreter at no charge is being offered by the district. If the student/parent(s) choose 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, an interpreter will be provided by the district.

- C. Providing Translation Services: How can students/parent(s) get language assistance?
1. *In person*
 - a. When visiting your child's school, you can ask for an interpreter that speaks your language. An interpreter will be provided for families at meetings, parent conferences, Language Proficiency Assessment Committee (LPAC) meetings, 504 meetings, Admission, Review, and Dismissal (ARD) meetings, and school events as needed.
 2. *Over the phone*
 - a. Call 940-720-7930 extension 5016 to be connected with a Spanish bilingual translator if you have any questions about how to get translation or interpretation services.
 - b. School Messenger texts are automatically translated into the language identified on the home language.
 3. *Online*
 - a. Some documents and information are available in Spanish at www.henrietta-isd.net.
 - i. If a document is not in a desired language, online translation is available on the district website via the "Google Translate" tool. Computerized translations are often imperfect but can help familiarize you with information not yet translated by the school district.
 4. *Written translations*
 - a. Written translation is provided in Spanish of the District/Campus Parent and Family Engagement Policy and District/Campus Improvement Plans.
 - b. Campuses can provide translation of other written materials to the extent practicable.

III. **Providing Notice**

Henrietta ISD will inform students/parent(s) of the availability of language assistance, free of charge, by providing written notice in languages commonly used in the district. At a minimum, notices and signs will be posted and provided at each campus administrative office.

IV. Monitoring Language Needs and Implementation

On an ongoing basis, Henrietta ISD will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, Henrietta ISD will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed, and feedback from student(s)/parent(s).