

Spring Branch Independent School District Translation Policy*

Spring Branch Independent School District (SBISD) recognizes the critical role families play as our partners in the education of Every Child. This policy sets forth district and campus expectations to ensure all SBISD families, including non-English speakers, are provided proper translation and interpretation services, so they may be engaged participants in their children's education.

School leaders should ensure staff, including front office staff, counselors and teachers know how to access an interpreter or to have documents translated when needed, and how to communicate effectively using an interpreter. Schools should take steps to inform parents that translation and interpretation services are available at no cost and how to request these services. Students, siblings and family friends shall not be used as the district and/or campus interpreter for formal or official information or meetings.

SBISD shall ensure that information related to school and family engagement programs, processes, procedures, meetings, and other activities is provided to families in a format and, to the extent practicable, in a language they can understand. These should include, but not be limited to:

- Registration and enrollment in school and school programs
- Grievance procedures and notices of nondiscrimination
- Language assistance programs
- School/district calendar and events
- Parent handbooks
- Report cards
- Student discipline policies and procedures
- Gifted and talented programs
- Special education and related services, and meetings to discuss special education
- Choice programs
- Parent-teacher conferences
- Requests for parent permission for student participation in school activities

Language Identification

SBISD must collect from parents/guardians a Home Language Survey to determine both students' and parents' language needs. To determine the need for interpretation or translation services for English Learner students and their parents/guardians, school staff should refer to the SBISD student information system that will indicate the language needs identified in the survey. In addition, parents/guardians who speak a language other than English may request translation and interpretation services for school-related communications at any time, even if they do not specifically identify such need in the Home Language Survey.

Campus and district departments shall provide translation of essential documents into any non-English language spoken by a limited or non-English proficient population that represents 10% or more of the population served, based on the Home Language Survey.

Five Most Predominant Family Languages Other Than English in SBISD

Spanish, Arabic, Mandarin, Korean, Vietnamese

Policy Implementation

In implementing this policy, campus and district staff should refer to the SBISD Translation and Interpretation Guidelines included as Exhibit I of this document. On an annual basis, this policy will be reviewed by the Spring Branch ISD Family Education, Engagement and Empowerment (E3) staff, and the SBISD Title I Parent Advisory Committee.