



Translation Procedure

ESSA Requirement

The Every Student Succeeds Act (ESSA) Section 1114(b) requires that an eligible school operating a schoolwide program shall develop a campus improvement plan. Section 1114(b)(4) states that the information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. Sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f) state that information regarding student interpretive, descriptive, and diagnostic reports, plans, policy, compact, parent meetings, and other required correspondence must be given in an understandable and uniform format, and to the extent practicable, in a language that parents can understand. USDE has not provided guidance or defined the term to the extent practicable.

Translation Procedure

Prelude Prep will conduct an annual review of the language access needs of our parents, guardians, and others through review of the Home Language Survey forms, district/campus ethnicity data, and educator/parent/student feedback and requests.

Based on this analysis, the district has determined that they will provide information in the following languages: English and Spanish.

Prelude Prep will provide written Spanish translations for the following documents:

- Title I, Part A Campus Improvement Plans
- Title I, Part A Parent and Family Engagement Policies (School & District)
- Title I, Part A School-Parent Compacts
- ESSER Supplemental Uses of Funds Plan
- ESSER Supplemental Return to In-Person Instruction and Continuity of Services Plan

Prelude Prep's webpages are available to be translated by end users at any time from English into the following languages: Spanish, Cantonese, French, German, Italian, Tagalog, Vietnamese, Korean, Russian, and Hindi.

Monitoring

On an ongoing basis, Prelude Prep will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. If 10% of a language is the "Home Language" for the district or a campus, Prelude Prep will provide the translated documents listed above in that language upon request.

For more information about this translation procedure:

Please contact Carmen Castro at 210-780-7661.



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Prelude Preparatory Charter School is committed to honor the laws that prohibits a person from being excluded from participation in, denied the benefits of, or subjected to discrimination, harassment or retaliation on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information (including gender or gender identity), sexual orientation or marital status. Employees are prohibited from discriminating against other employees, against applicants, or against students based upon the aforementioned protected classes. This policy applies to all terms, conditions, and privileges of employment including, but not limited to, recruitment, hiring, placement, compensation, promotion, discipline, and termination.