

OAKLAND UNIFIED SCHOOL DISTRICT

Board Policy

BP 5124
Students

Communication With Parents/Guardians; Translation and Interpretation Services

Because parents/guardians have a right to be informed about their child's academic achievement and may use this information to support student learning, the Governing Board encourages frequent communication to parents/guardians about student progress. The principal and teacher may communicate by means of conferences, class newsletters, mail, telephone, and/or school visits by parents/guardians.

(cf. 1250 - Visitors/Outsiders)
(cf. 6020 - Parent Involvement)

As part of this communication, teachers shall send progress reports to parents/guardians at regular intervals and shall encourage parents/ guardians to communicate any concerns to the teacher. In addition, the district shall send parents/guardians all notifications required by law.

(cf. 5113 - Absences and Excuses)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5145.6 - Parental Notifications)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6162.5 - Student Assessment)

The Superintendent or designee shall ensure that appropriate means of communication are established whenever he/she learns that a parent/ guardian, for any reason, may not be able to understand written communications from school or oral communications made during conferences related to the student's program, assessment, progress or school activities.

As needed, the Superintendent or designee shall use interpreters who are fully competent in the specialized method of communication needed for effective communication with disabled parents/guardians.

It is the District's policy, to the fullest extent practicable and consistent with law, that English learners and parents who speak languages other than English are provided translation and interpreting services, when necessary. Translation and interpreting services allow families of other language backgrounds to fully participate in the education of their children by receiving communication of high quality, equal to the communication provided in English to other families.

Commencing in the 2014-15, the District will include in the Parent Guide, a summary of the District's translation and interpretation guidelines, and an explanation of how to access services.

In addition to the legal requirements to provide translation and interpretation services, any document about a specific student sent to a parent or guardian, including documents related to school related activities, such as field trips, after school activities, testing and safety related information, shall be translated into a language the parent(s) can understand, regardless of the percentage of students in the school or District who speak that language. The principal or designee is responsible for arranging such translations with the support of the District's Translation Unit, if necessary.

Interpretation services must be provided where necessary to enable parents and guardians to participate in school based as well as District-wide programs and activities, including but not limited to:

- a. Meetings of the District Governing Board
- b. Meetings of school and District Advisory Committees (School Site Council, District English Learner Advisory Committee, Community Advisory Committee for Special Education, etc.)
- c. Parent information meetings and activities
- d. Individualize Education Plan (IEP) meetings
- e. Individualize Family Service Plan (IFSP) meetings
- f. Disciplinary Hearing
- g. All communications concerning referral, assessment or placement of students for special education, including SST, IEP and Section 504 meetings

Children shall not be used to translate except in an emergency.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6174 - Education for English Language Learners)

The Superintendent or designee shall establish a procedure whereby parents/guardians may request an interpreter and shall inform parents/guardians about this procedure.

The Superintendent shall establish administrative guidelines to fully implement this Board Policy.

Legal Reference:

EDUCATION CODE

48985 Notices in language other than English

49067 Mandated regulations regarding student achievement

49069 Absolute right to access (parents' right of access to student records)

GOVERNMENT CODE

11135 State-funded programs or activities

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

2000d - 2000d-7 Title VI, Civil Rights Act of 1964

12101 - 12213 Americans With Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions; auxiliary aids and services

35.130 General prohibitions against discrimination

35.160 Communications

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Discrimination prohibited

8/25/04; 10/9/13A