

## Whitney ISD Translation Procedure

School Year 2023-2024

### **Purpose:**

As part of Title I, Part A Schoolwide program requirements, Whitney ISD will adhere to the following procedures for translation and interpretation services for families of all Whitney ISD students.

### **Procedures:**

Whitney ISD will take practicable steps to ensure that parents, guardians, and other English Learners have access and equal opportunity to important school information. Information will be provided in an understandable and uniform format, and to the extent practicable, in a language that parents/guardians can understand [Section 1112(e)(4); 1114(b)(4); 1116(e)(5); 1116(f)].

### **Types of Translation Available:**

Language assistance will be provided through a bilingual staff interpreter, written translated materials and documents, mass communication systems with translation capabilities, and technology-assisted website translation capabilities.

### **Data Used to Determine Translation Needs:**

Whitney ISD will use the state-required Home Language Survey to identify languages spoken by families within the district.

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

- Currently, the data indicates that English, Spanish, Philipino (Tagalog), Gujarati, and Cambodian are languages spoken by students and families of Whitney ISD.
- As of 2022-2023, approximately 90% of our families speak English and 8% of our families speak Spanish. Furthermore, approximately 9% of our student population qualify as Emergent Bilingual. Based on this data, the district has determined that the language that translation services will be provided in is Spanish.

### **Documents/Information to be Translated:**

The District and Campus Improvement Plans will be made available in Spanish upon verbal or written request to a district or campus administrator. Other written reports and policies, not translated by the district website translation tool, will be translated into Spanish upon parent/guardian request.

### **Procedure for Requesting Translation:**

Written or verbal requests for translation of documents should be made to the campus principal.

### **Monitoring:**

On an annual basis, Whitney ISD will assess changes in demographics, types of services, and other needs that may require reevaluation of this process. In addition, Whitney ISD will annually assess the efficacy of these procedures used for the delivery of language assistance.