

**Translation Procedure
Hamshire-Fannett ISD
Every Student Succeeds Act (ESSA)**

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.

Based on Home Language Surveys, the two most common languages spoken by our students and their parents/guardians is English and Spanish; therefore all registration forms are provided in both English and Spanish. In addition, the district has interpreters available to explain the registration procedures to our Spanish-speaking parents.

The school district provides assistance to parents/guardians of EL students in their native language, unless not feasible, at the time of registration, at the time of Parent/Teacher conferences, with information about opportunities to participate in campus/district improvement committee meetings, parental involvement, community involvement, and special programs such as Gifted and Talented, ESL, Pre-K, etc. The school district provides assistance to parents/guardians of EL students in their native language to explain the results of the following: child's academic progress, the language proficiency assessment, program delivery options, state and/or district testing, accommodations for testing, growth in language proficiency/TELPAS (Listening, Speaking, Reading, and Writing), Reclassification of a former EL student (if applicable). The district has hired a new bilingual translator to help ELL parents and students with translating at school functions and meetings if they are needed.

HFISD informs parents/guardians/and ELs of the Student Code of Conduct and students' rights and responsibilities, available in English and Spanish, by distributing them to all students. Each parent/guardian of a student and each student enrolled in Hamshire-Fannett ISD must sign and return the Acknowledgement of Responsibility page to the student's campus to acknowledge receipt of the Student Code of Conduct. This is provided electronically by accessing the district's website at www.hfisd.net or through a hard copy. Each school maintains records of such signed statements.

District and campus improvement plans, the Elementary School/Parent Compact and Parent and Family Engagement Policy, and other publications such as Parent and Family Engagement Newsletters are posted on the district's website at www.hfisd.net in both English and Spanish.

