

Section 1112 (e)(4); 1114(b)(4); 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.



West Rusk CCISD

Translation Policy/Procedure

Purpose

West Rusk CCISD recognizes the vital role that parents, guardians, and families play in the education of their children. West Rusk CCISD encourages partnerships between the district administration, schools, and families in order to share the responsibility of educating our students.

To that end, this policy / procedure is created to ensure that English learners and parents who speak languages other than English are provided appropriate translation and interpreting services, to the extent practicable, so that families of diverse language backgrounds may fully participate in the education of their children. West Rusk CCISD will ensure important documents are written in an understandable and uniform format, and to the extent practicable, provided in a language parents can understand; and, upon request by a parent who is an individual with a disability, provided in an alternative format accessible to that parent.

Identification of Language Needs

The District will collect upon initial enrollment from parents/guardians a Home Language Survey to determine both student and parents' language needs. The survey will be provided to every household in English and Spanish.

Additionally, even if they are not identified by the Home Language Survey, parents who speak a language other than English may request translation and interpretation services for school-related communications at any time following the Procedures for Requesting Translation/Alternate Format listed below.

Interpretation and Translation

Oral interpretation is provided for families whose primary language is a non-written language, to the extent practicable, in order to provide language-accessible information.

Written translation is provided of important school documents in Spanish. Written translation will be provided for other requested languages as needed and requested to the extent practicable.

Online translation is available on the district website via [Home - West Rusk CCISD](http://www.westruskisd.org) (www.westruskisd.org). PDF documents will be translated by request.

[Select Language](#) ▼ in the upper left of the West Rusk home page.

Procedures for Requesting Translation/Alternate Format

Additionally, parents, staff, and students may access translation services or alternate formats for school-related purposes in any of the following ways:

- Request at the school or district office..
- Call or email Gwen Gilliam, Director of Student Services at 903-392-7850 ext. 1111 gilliamg@westruskisd.org or Susan Wood, Instructional Technology Specialist at 903-392-7850 ext. 1108 woods@westruskisd.org during school hours.

West Rusk CCISD

Translation & Interpretation Procedures

As part of Title I, Part A school wide program requirements, West Rusk CCISD adheres to the following procedures for translation and interpretation services for families of WRCCISD students.

Families of West Rusk CCISD students speak two different home languages as determined by original home language surveys collected when a student first enrolls in a Texas public school: English (3670) and Spanish (786)

District Level

- The District provides an employee to translate and interpret for parents or families that speak Spanish as a first language.
- A District employee is available for district and campus level parent events to translate or interpret in Spanish as needed.
- A District Employee is available for parent conferences, Language Proficiency Assessment Committee (LPAC) meetings, and Assessment, Review, Dismissal (ARD) meetings to translate and interpret in Spanish as needed.
- All paper based parent notices, invitations, notes, and reports as well as phone communication to families originating from the district level will be distributed in English and Spanish.
- The West Rusk District Improvement Plan will be available in English and Spanish on the district website. Hard copies are available at the West Rusk Administration building upon request.
- The West Rusk CCISD Parent and Family Engagement Plan will be available in English and Spanish on the district website. Hard copies are available at the West Rusk Administration building upon request.
- West Rusk CCISD district website www.westruskisd.org can be translated through a translation service into the two different home languages spoken by the families of West Rusk students by selecting the translate button on the toolbar of the West Rusk website.

Campus Level

- Each campus has personnel available to translate or interpret as needed for parents or families that speak Spanish as a first language.
- Translation and interpretation services in Spanish will be made available at campus level parent events and meetings as needed.
- Notes and other “hard copy” communications are sent home in English and Spanish.
- Campuses use electronic communication or social media to disseminate information in English and Spanish to parents and students.