

Giles County Plan for Accessible and Translated CTE Communications



Translation Processes:

GCSS partners with the Tennessee Language Center to provide professional translation and interpretation services. Through this partnership, qualified interpreters are available for parent meetings, conferences, and enrollment processes. Staff have 24/7 phone access to live interpreters for immediate support and can also schedule virtual interpretation services as needed for meetings or consultations. Written translations will be provided for essential CTE documents (ex. Programs of Study, WBL packets and agreements, recruitment fliers, etc.) as needed. Translated materials will be distributed through district websites, parent communication platforms, printed copies upon request, and during recruitment and WBL events. In addition to these services, we have a CTE teacher who is bilingual and can translate if needed.

Language needs are identified through Home Language Survey data and enrollment reports. Core documents are translated into languages represented within the district, and additional translations are provided upon request.

The CTE Department submits materials requiring translation to the Title III Director. Professional translators or approved vendors complete translations, which are reviewed for accuracy before distribution. Updated documents are re-translated as necessary. Our grading portal, Synergy, allows for grades and parent communications to be translated through that platform (checking on this).

Interpreter services and language support are available as needed for meetings, orientations, and enrollment support.

Communication with English Learners, Homeless Students, and Special Populations

The CTE Department collaborates with:

- **ESL/EL Department** to provide translated materials and interpreter services for meetings, orientations, and enrollment support.
- **McKinney-Vento Homeless Liaison** to ensure homeless students receive CTE program information and enrollment assistance.
- **Special Education and 504 Coordinators** to provide accessible formats (e.g., large print, screen-reader compatible documents) and necessary accommodations as needed.
- **School Counselors and Career Coaches** to support outreach to economically disadvantaged students, non-traditional students, foster youth, migrant students, and other Perkins V special populations.

Interpreter services and language support are available as needed.

Accessibility and Formatting

CTE materials are developed to meet ADA, Section 504, and accessibility standards. Documents are created in accessible formats, and alternative formats are provided upon request within a reasonable timeframe. Videos include captions when applicable, and websites are maintained to meet accessibility guidelines.

Oversight and Monitoring

The CTE Director and Title III Director oversee compliance with translation requirements. The CTE Director, Special Education Department, and the McKinney-Vento Liaison oversee compliance with accessibility requirements. The IT Department supports implementation.

The LEA maintains documentation of translation requests, interpreter services, and accessibility accommodations. Practices are reviewed annually and updated based on enrollment data and stakeholder feedback.

*The District will follow all Giles County School System Translation & Interpretation Services Procedures (see attached)