Sabine ISD Translation Policy/Procedure

Purpose

Sabine Independent School District (ISD) recognizes the vital role that parents, guardians, and families play in the education of their children. Sabine ISD encourages partnerships between the district administration, schools, and families in order to share the responsibility of educating our students.

To that end, this policy is created to ensure that English learners and parents who speak languages other than English are provided with 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. Sabine ISD 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's and parents' language needs. The survey will be provided to every household in the two languages most often used between parents and children in the district, 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.

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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 inEnglish. 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 Google Translate (top left corner icon).

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 campus or district office.
- Please fill out the Parent Language Assistance Form and email to vanderson@sabineisd.org

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.

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