

Klondike ISD Translation Procedure

Purpose

Klondike ISD recognizes the crucial role that parents, guardians and families play in the education of their children. This procedure sets forth the LEA and school expectations to ensure all Klondike ISD families, including non-English speakers, are provided proper translation and interpretation services, so they may be engaged partners in their children's education.

Identification

Our district will collect from parents/guardians a Home Language Survey to determine both student and parent language needs. The survey will be provided to every household in the language most often used between parents and children.

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 and will be provided services to the extent practicable.

Statute

Section 1114 (b) An eligible school operating a schoolwide program shall develop a campus improvement plan. (4) 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.

Section 1112 (e)(4); 1114 (b)(4); 1116 (e)(5); and 1116 (f) Information regarding student interpretive, descriptive, and diagnostic reports, plans, policy, compact, parent meetings, and other required correspondence must be provided in an understandable and uniform format, and to the extent practicable, in a language that parents can understand.

Procedure

In an effort to increase parent and family engagement and support two-way communication, Klondike ISD will provide, to the extent practicable, translation for the following:

- Campus Improvement Plan
- Parent and Family Engagement Policy
- School-Parent Compacts
- Parent's Right to Know letters
- Parent-Teacher Conferences
- School Report Card
- Any other pertinent information in a language and format parents can understand

These documents may be accessed in English:

- On Klondike's website
- In the main office
- Hardcopy available upon request

Should there be families who speak languages other than English, as evidenced by the Home Language Survey, parent surveys, parent comments and/or other. Klondike ISD will provide translations orally and /or in written format when 30% threshold is reached. As needed parents may request translated documents by contacting Manuela Banuelos, manuela.banuelos@klondikeisd.net, 806-462-7332.

Please note: Student/Parent(s) may prefer or request to use a family member or friend as an interpreter. However, unless there is no other option, family members or friends will not be used as interpreters unless specifically requested by that individual and after the student and/or parent(s) has been informed that an interpreter, at no charge, is being offered by the district. If the student/parent(s) choose to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, an interpreter will be provided by the district.

Monitoring Language Needs and Implementation

On an ongoing basis, Klondike ISD will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. In addition, Klondike ISD will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed, and feedback from student(s)/parent(s).