BRADY ISD TRANSLATION PROCEDURES

As part of Title I, Part A Schoolwide program requirements, Brady ISD adheres to the following procedures for translation and interpretation services for families of Brady ISD students.

The Home Language Survey is used by Brady ISD to identify languages spoken by families within the district. Families of Brady ISD students speak the following languages according to the original Home Language Surveys collected when a student first enrolls in a Texas public school: English, Spanish, Cambodian, Vietnamese, Mandarin (Chinese), Nepali and Gujarati.

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 given in an understandable and uniform format, and to the extent practicable, in a language that parents can understand.

District Level

- The Brady ISD Parent and Family Engagement Policy are available in English and Spanish on the district website. Hard copies are available at Brady ISD Administration Office upon request.
- Brady ISD district website <u>www.bradyisd.org</u> can be translated into various languages (Spanish, Cantonese, French, German, Italian, Tagalog, Vietnamese, Korean, Russian and Hindi) by selecting the language toggle button in the black bar on the top of the Brady ISD website.
- Parents/Guardians can change the language on the district Facebook page
 https://www.facebook.com/BradyISD
 by scrolling down and finding a link to translate into another language.
- Parent Square messages may also be translated into the home language.
- A Brady ISD Parent Liaison is available for the district to help translate information for parents/guardians into Spanish.

Campus Level

- Each campus will have availability to the Brady ISD Parent Liaison to help translate information for district level parents/guardians. All campuses have personnel available who can help translate or interpret as needed for parents/guardians whose first language is Spanish.
- Translation and interpretations in Spanish will be made available at any meeting, parent conferences, Language Proficiency Assessment Committee (LPAC) Meetings, Assessment, Review, Dismissal (ARD) Meetings, 504 Meetings and parent/guardian school events as needed.
- Translation in Spanish through the Brady ISD Parent Liaison occurs through written translation, oral translation, and voluntary translation.
- Documents and information are sent home in English and Spanish.
- txConnect (parent/guardian access to student grades) for Brady ISD translates into Spanish.