



## Translation Procedure

School Year 2023 - 2024

### **Purpose:**

Boerne ISD will take practicable steps to ensure that parents, guardians, and other English Learners have access and equal opportunity to important school information. Information will be provided in an understandable and uniform format, and to the extent practicable, in a language that parents/guardians can understand [Every Student Succeeds Act (ESSA) Public Law 114-95 Section 1112(e)(4); 114(b)(4); 1116(e)(5); 1116(f)].

### **Types of Translation Available:**

Language assistance will be provided through a bilingual staff interpreter, written translated materials and documents, and technology-assisted website translation capabilities.

### **Data Used to Determine Translation Needs:**

Boerne ISD will conduct annual review of the language access needs of our parents, guardians, and others through review of the Home Language Forms, district/campus ethnicity data, and educator/parent/student feedback and requests. A review of the data indicates that approximately 33% of the students are Hispanic/Latino and 7% of the student population qualifies as Limited English Proficient.

Based on this analysis, the district has determined that the language that translation services will be provided in is Spanish.

### **Documents/Information to be Translated:**

The District and Campus Improvement Plans will be made available in Spanish upon verbal or written request to a district or campus administrator.

The Title I Parent/Family Engagement Policy and the Title I School/Parent Compact written information will be translated into Spanish and readily available at each campus and the BISD Central Office, as well as on the district website. Teacher-Parent Conferences will be conducted in the presence of a staff interpreter upon request.

The ESSER III Use of Funds Plan and Safe Return to In-Person Instruction and Continuity of Services Plan will be provided to parents/guardians in the identified language. Further explanation or detail on the report will be provided to the parent/guardian via a staff interpreter upon request. Interpreters will be available during all stakeholder consultation meetings as appropriate.

Other written reports will be translated into Spanish for the parent/guardian upon request. Further explanation or detail on the reports will be provided to the parent/guardian via a staff interpreter.

### **Procedure for Requesting Translation:**

Written or verbal requests for translation of documents should be made to a district or campus administrator.

### **Monitoring:**

On an ongoing basis, Boerne ISD will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. In addition, Boerne ISD will regularly assess the efficacy of these procedures used for the delivery of language assistance.