



## **Goose Creek CISD Independent School District Translation Policy\***

Goose Creek Consolidated Independent School District (GCCISD) recognizes the critical role families play as our partners in the education of every child. This policy sets forth district and campus expectations to ensure all GCCISD families, including non-English speakers, are provided proper translation and interpretation services, so they may be engaged participants in their children's education.

School leaders should ensure staff, including front office staff, counselors and teachers know how to access an interpreter or to have documents translated when needed, and how to communicate effectively using an interpreter. Schools should take steps to inform parents that translation and interpretation services are available at no cost and how to request these services. Students, siblings and family friends shall not be used as the district and/or campus interpreter for formal or official information or meetings.

To determine the need for interpretation or translation services for English Learner students and their parents/guardians, school staff should refer to the GCCISD student information system that will indicate the language needs identified on the required Home Language Survey. Campus and district departments shall provide translation of essential documents into any non-English language spoken by a limited or non-English proficient population that represents 10% or more of the population served, based on the Home Language Survey.

GCCISD shall ensure that information related to processes, procedures, meetings, school and family engagement programs and other activities is provided to families in a format and, to the extent practicable, in a language they can understand. These should include, but not be limited to:

- Registration and enrollment in school and school programs
- School/district calendar and events
- Parent handbooks including student discipline policies and procedures
- Report cards
- Parent-teacher conferences
- Requests for parent permission for student participation in school activities
- Gifted and talented programs
- Language Assistance Programs
- Special education and related services, and meetings to discuss special education
- Grievance procedures and notices of nondiscrimination

\*This policy aligns with the requirements of the Every Student Succeeds Act (ESSA).