

Translation Policy

Purpose

West Rusk CCISD recognizes the crucial role that parents, guardians and families play in the education of their children. West Rusk 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 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. West Rusk will ensure vital 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

The District will collect from parents/guardians a Home Language Survey to determine both student 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.

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.

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 vital school documents in Spanish. 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 a Google Translate tool which instantly translates websites to over 100 languages.

Procedures for Requesting Services

Interpretation and translation services listed above are available free of cost to all District staff, parents and students who may request such services directly from the school.

Additionally, staff, parents and students may access language services for school related purposes in any of the following ways:

- Ask at the campus or district office.
- Ask a teacher.
- Call West Rusk Director of Student Services, Gwen Gilliam - email gilliamg@westruskisd.org 903 - 392 - 7850 ext. 1111