

Medina Valley ISD

District Translation Procedure

Purpose:

Medina Valley ISD will take practicable steps to ensure that parents, guardians, and other non-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 [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 for Spanish speakers, in addition, speakers of other languages will be provided written translated materials and documents with the use of technology-assisted translation capabilities, translation (Spanish) via headsets for general parent assemblies/presentations, and technology-assisted website translation capabilities.

Data Used to Determine Translation Needs:

Medina Valley 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. MVISD currently has 12 languages other than English. Some of the languages are Arabic, Nepali, Tagalog, Portuguese, Russian, Thai, Swahili, to mention a few. Based on this analysis, 92.7% of English Language Learners primary language is Spanish. MVISD will provide translation documents and information in Spanish.

Documents/Information to be Translated:

The District/Campus Improvement Plans are available in the front office and may be accessed via the district website and translated directly online in many languages. The Parent Family Engagement policy is also available in the front of each campus office and district office in both English and Spanish. Additionally, the Parent and Family Engagement Plan is translated in Spanish. Said documents are also available via the district/campus website and may be translated into other languages. For Title I campuses who must have a parent compact and parent engagement policy, these two documents are translated to Spanish. Said documents are also available via the district/campus website and may be translated into other languages. Most district and campus communication is electronic and we rely on technology-assisted online translation capabilities. Any constituent that is not able to access the documents online and translate each campus/department will make their best effort to take said documentation use Google translate and provide a hardcopy of translation.

Monitoring:

On an ongoing basis, Medina Valley ISD will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. In addition, Medina Valley ISD

will regularly assess the efficacy of these procedures used for the delivery of language assistance.