



## 2020-2021 Translation and Interpretation Procedures

As a part of the requirements of the school-wide Title I, Part A program, Gilmer ISD adheres to the following procedures for translation and interpretation for the families of GISD.

The families of GISD students speak five different languages as determined by the original language surveys that were collected when a student enrolls for the first time in a Texas public school: *English (2248), Spanish (291), Cambodian (3), Vietnamese (1), and Albanian Gheg (1)*.

### District Level

- The district employs bilingual teachers to assist all campuses to translate and interpret for parents or families who speak Spanish as a first language.
- All paper-based parent notices, invitations, notes, and reports as well as School Messenger phone communication to families originating from the district level will be distributed in English and Spanish. All family access applications through Skyward are available in English and Spanish.
- The GISD District Improvement Plan will be available in English and Spanish on the district website [www.gilmerisd.org](http://www.gilmerisd.org). A hard copy of the plan will be available at the Gilmer ISD administration building located at 500 South Trinity Street.
- The GISD Parent and Family Engagement Plan will be available in English and Spanish on the district website. A hard copy of the plan will be available at the GISD administration building.
- Gilmer ISD's district website [www.gilmerisd.org](http://www.gilmerisd.org) can be translated through Google Translate into the different languages spoken by the families of Gilmer ISD's students by selecting the translate button on the website.

### Campus Level

- Each campus in Gilmer ISD has personnel available to translate or interpret as needed for parents or families who speak Spanish as their first language.
- Translation and interpretation services in Spanish will be made available at campus level parent events and meetings as needed.
- Notes and other "hard copy" communication to parents and families are sent home in English and Spanish.
- Campus translators are available for parent conferences, Language Proficiency Assessment Committee (LPAC) meetings and Assessment, Review, Dismissal (ARD), and 504 meetings to translate and interpret in Spanish as needed.

08/22/2019