

River Road ISD

Translation Policy

Purpose

River Road ISD encourages partnerships between the district administration, schools, and families in order to share the responsibility of educating our students. RRISD believes that parents have the right to participate, understand, and engage in their child's education regardless of what language they speak. 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.

Identification

River Road ISD will conduct annual review of the language access needs of our parents, guardians, and others through review of the Home Language Surveys, language preference surveys for written communications, and educator, parent and student feedback and requests.

Monitoring:

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

Types of Translation Available:

Language assistance will be provided through, written translated materials and documents, and technology-assisted translation capabilities, to the extent practicable.

Online translation is available on the district website www.rrisd.net via a Google Translate tool, which instantly translates websites to over 100 languages. It is located in the top right hand corner of the www.rrisd.net website.

*Note: Documents submitted for translation will be processed in the order received and typical turn-around time is within **10 business days** although this may vary due to availability, complexity of the document, and length.*

Providing Translation Services

How can students/parent(s) get language assistance?

1. Ask at the school.
2. Ask the Principal at your child's school.
3. Ask at the District office.
4. Ask your child's teacher.
5. An interpreter will be provided for Language Proficiency Assessment Committee (LPAC) meetings, 504 Meetings, Assessment, Review, and Dismissal (ARD) meetings upon request, to the extent practicable.