

Schertz-Cibolo-Universal City ISD
2022-2023 School Year
Translation Procedure

Purpose:

Schertz-Cibolo-Universal City ISD will take practicable steps to ensure that parents, guardians, and other 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.

Types of Translation Available:

Language assistance will be provided through a bilingual staff interpreter, written translated materials and documents and technology-assisted website translation capabilities.

Data Used to Determine Translation Needs:

Schertz-Cibolo-Universal City ISD will conduct an 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.

Based on this analysis, the district has determined that information will be provided in the following languages:
English and Spanish.

Documents/Information to be translated:

The District Improvement Plan and the Title 1 Schoolwide campuses (Schertz Elementary, Rose Garden Elementary and Wilder Intermediate) will have their Campus Improvement Plan(s) and their Parent Family Engagement written policy(ies) available in English and Spanish. Translation may be through contracted Spanish translation services or via website translation capability. These plans will be available upon request verbally via an interpreter.

Additionally, the School-Parent Compact written information will be translated into Spanish for the parent/guardian via contracted Spanish translation services or website translation capability. Further explanation or detail on the report will be provided to the parent/guardian via an interpreter as needed.

The ESSER III Use of Funds Plan, Safe Return to In-Person Instruction and Continuity of Services Plan and the ESSER SUPP will be provided to parents/guardians in the identified language(s). Further explanation or detail on the report will be provided to the parent/guardian via a staff interpreter upon request. Interpreters will be available during all stakeholder consultation meetings as appropriate.

Monitoring:

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