



## SER-Niños Charter School Document Translation Policy

**Purpose:** SER-Niños Charter School recognizes and values the important roles that parents, guardians, and families play in the education of their children. SER-Niños strives to establish meaningful relationships between families and the schools.

SER-Niños Charter School will take steps to ensure that parents, guardians, and other English Learners have access to important school information. Information will be provided in an understandable and uniform format, in a language that parents/guardians can understand, and upon request by a parent.

**Types of Translation Available:** Language assistance will be provided through a bilingual staff interpreter, written translated materials and documents, and/or technology-assisted website translation capabilities. Online translation is available on the district website via a Google Translate tool which instantly translates websites to over 100 languages.

**Data Used to Determine Translation Needs:** SER-Niños 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.

Based on this analysis, the LEA has determined that they will provide information in the following languages: English and Spanish.

**Documents/Information to be Translated:** Parent Family Engagement written policy(ies) will be available in English and available upon request verbally via an interpreter or via website translation capability.

Written parent newsletters from the Parent Family Engagement State-Wide Initiative will be provided to parents/guardians in the identified language(s).

School Family Compact written information will be translated into the identified language(s). Teacher-Family Conferences will be conducted in the presence of a staff interpreter, as requested.

### **Monitoring:**

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

**Procedures for Requesting Services:** Interpretation and translation services listed above are available to all students, parents, and Charter staff who may request such services directly from the school.