



HISD 2018-19 Translation and Interpretation Procedures

As part of the requirements of the school-wide Title I, Part A program, Hallsville ISD adheres to the following procedures for translation and interpretation services for the families of HISD students.

The families of HISD students speak 13 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 (4678), Arabic (1), Bengali(1), Cambodian (4), French(1), Gujarati (1), Mandarin (3), Panjabi (7), Portuguese (2), Swedish (1), Urdu (4), Vietnamese (3), and Spanish (343).

District Level

- The district employs a campus translator for each campus to translate and interpret for parents or families who speak Spanish as a first language. The email and phone number of the campus translator are provided on the ESL district website and there is also information on each campus' website.
- 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.
- The HISD District Improvement Plan will be available in English and Spanish on the district website. Hard copies are available at the Hallsville ISD Operations building upon request.
- The HISD Parent and Family Engagement Plan will be available in English and Spanish on the district website. Hard copies are available at the Hallsville ISD Operations building upon request.
- Hallsville ISD district website www.hisd.com can be translated through Google Translate into the thirteen different home languages spoken by the families of Hallsville students by selecting the translate button on the toolbar midway down the page in the top right corner of the Hallsville website.

Campus Level

- Each campus has personnel available to translate or interpret as needed for parents or families that speak Spanish as a 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” communications are sent home in English and Spanish.
- Campuses use electronic communication or social media to disseminate information in English and Spanish to parents and students.
- Campus translators are available for district and campus level parent events to translate or interpret in Spanish as needed.
- Campus translators are available for parent conferences, Language Proficiency Assessment Committee (LPAC) meetings, and Assessment, Review, Dismissal (ARD) meetings to translate and interpret in Spanish as needed.