



Burkburnett ISD Translation Procedures

Purpose

Burkburnett Independent School District (ISD) recognizes the crucial role that parents, guardians and families play in the education of their children. Burkburnett ISD encourages partnerships between the district administration, schools and families in order to share the responsibility of educating our students.

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 so that families of diverse language backgrounds may fully participate in the education of their children.

Identification

The District will collect from parents/guardians a Home Language Survey to determine both student and parents' language needs. The survey will be provided to every household in English and Spanish languages. Additional languages are available upon request.

Additionally, even if they are not identified by the Home Language Survey, parents who speak a language other than English may request translation and interpretation services for school-related communications at any time following the Procedures for Requesting Services listed below.

Interpretation and Translation

Oral interpretation is provided for families whose primary language is a non-written language, whenever feasible, in order to provide language accessible information. A request can be filed by following the Procedures for Requesting Services below and is due no later than two weeks prior to the desired oral translation.

Written translation is provided of vital school documents in Spanish. Written translation will be provided for other requested languages to the extent practicable. Such translations will be provided through web-based technology translation tools.

Online translation is available on the district website via browser tools or Google Translate [tool](#) which translates websites and documents to over 100 languages.

Procedures for Requesting Services

Interpretation and translation services listed above are available free of cost to all District parents, staff, and students who may request such services directly from the school. Parents will receive translation and interpretation services as indicated in the preceding policies.

Additionally, parents, staff, and students may access language services for school related purposes in any of the following ways:

- Ask at the school or district office.
- Ask a teacher.
- Email a request to bisd_translator@burkburnettisd.org.