



**Jubilee Academies**  
**School Year 2021-2022**  
**Translation Procedure**

**Purpose:**

Jubilee Academies will take practicable steps to ensure that parents, guardians, and others 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 [Section 1112(e)(4); 114(b)(4); 1116(e)(5); 1116(f)].

**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:**

Jubilee Academies 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.

**Documents/Information to be Translated:**

The District/Campus(es) Improvement Plan(s) and the Parent Family Engagement written policy(ies) will be available in other languages 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 other languages upon request.

School Parent Compact written information will be translated into other languages upon request. Teacher-Parent Conferences (Compact) will be conducted in the presence of a staff interpreter.

Written reports will be translated into other languages upon request for the parent/guardian. Further explanation or detail on the report will be provided to the parent/guardian via a staff interpreter.

The ESSER III Use of Funds Plan and Safe Return to In-Person Instruction and Continuity of Services Plan will be provided to parents/guardians as requested in the language(s) requested. 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, Jubilee Academies will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. In addition, Jubilee Academies will regularly assess the efficacy of these procedures used for the delivery of language assistance.