

Tantasqua Regional/Union 61 School Districts

The Tantasqua Regional/Union 61 Public School Districts are committed to ensuring an equal educational opportunity for every student. The district presents a framework of core values, strategic objectives and strategies to guide the district's efforts in fulfilling its mission which is committed to providing programs that promote students' academic, civic, social, emotional, and physical development.

According to research, a key component in helping students succeed is parental involvement in education. Therefore, communication with parents and guardians is integral to achieving the district's mission and can help them make well-informed decisions concerning their children's education. To improve parent/guardian and community participation in the educational process and to ensure equal educational opportunity to every student, the Tantasqua Regional/Union 61 Public School Districts shall continue to develop procedures and processes to communicate with parents and guardians in a language they can understand.

To achieve this goal, the superintendent will implement procedures that:

- (I) Identify the parents/guardians who are not able to communicate in English;
- (II) Utilize a variety of methods for ensuring adequate communication with parents and guardians who do not understand English. The methods used will be tailored to the type of communication and may include written translations, oral interpretation, the use of community resources and other methods that result in effective communication.

Process for Communication with Parents/Guardians, Interpretation and Translation Services

I. Purpose

To clarify the process by which the Tantasqua Regional/Union 61 Public Schools will identify primary languages understood by parents/guardians; to state the responsibilities of building administrators; and to outline the procedures for emergency communication and accessing services; so that the district can communicate with parents/guardians when they do not understand English.

II. Identification and Reporting

- (I) At the time a student first registers with the district or moves to a new school, school staff shall review all information on the student registration form, including the Home

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Language Survey, to ensure it is filled out, and information is entered into the district's Student Information System.

- (II) Buildings will provide an interpretation and translation report. The report will identify all students whose parents/guardians responded affirmatively to Question 10 "Would you need oral and written communication from school?", and list the language necessary to communicate with Parents/guardians.

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(4) The interpretation and translation report shall be used by building administrators and ELL coordinator, as necessary, to identify potential needs for services.

III. District Forms and Letters

(1) List of most commonly used forms and letters used throughout the Tantasqua Regional/Union 61 Public Schools

(2) "Essential communications " include, but are not limited to, emergency notices, progress reports, disciplinary actions, health information and other important issues relating to individual students.

(3) In circumstances where written translation is not available for the above correspondence, the building administrator shall ensure communication through interpreted oral language.

IV. Essential Meetings and Functions

(1) Building administrators are responsible for ensuring that oral interpretations be available for parents/guardians at essential meetings and functions.

(2) "Essential meetings and functions" include, but are not limited to, student orientations, parent-teacher conferences, disciplinary meetings or hearings, student evaluation or placement meetings, or other important meetings that relate directly to an individual student.