



LYNN PUBLIC SCHOOLS

100 Bennett Street, Lynn MA 01905 – Tel 781-593-1680

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

I. Purpose

The process by which the Lynn Public Schools will identify primary languages of students, parents/guardians; the procedures for how the district communicates with Limited English Proficient (LEP) students and LEP parents about school matters including but not limited to : the discipline code, expulsions, and grievance procedures; the district process of how district staff requests interpreters and translation services; how the district staff informs parents about interpreter and translation services and how to access them.

II. Identification and Reporting

1. At the time a student first registers with the district or moves to a new school, staff at The Parent Information Center ensure that the students primary language as well as the parents primary language are identified on the registration form and that form is then entered into E-School (Student Information System).
2. The Data Center shall provide a report to each school twice yearly, during the second week of October and the third week of February. The report will identify all students whose parents/guardians who have been identified as LEP on their initial registration form. The language preference of the parent shall be listed on this report.
3. The Data Center shall provide copies of the report for all schools to the Superintendent, Deputy Superintendents, and Secretary of the School Committee, Compliance Officer, Director of Special Education, Director of Parent Information and Director of ELL Support Office.
4. The report shall be used by Principals and site Administrators as necessary to identify the potential need for interpreters or translation services.
5. Administrators will be reminded annually of the District's obligation to provide free translation services to parents and/or guardians who require the services.
6. The District will provide periodic training to administrators regarding the responsibility of providing translation services and how to access these services within the district.



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III. District Forms, Policies and Letters

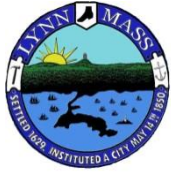
1. The District will take steps to translate all important forms and District policies (such as non-discrimination, grievance procedures, code of conduct, etc), at a minimum, the four most common languages other than English used by the parents and /or guardians of students in the Lynn Public Schools.
2. These forms and letters shall be available to schools and departments on the district-web site as well as in hard copy at each school.
3. To ensure effective communication with every family, principal or his/her designee are responsible for translation of all “essential communications”.
4. Essential communications include, but are not limited to, emergency notices, progress reports, disciplinary actions, health information and other important issues relating to individual students.
5. In circumstances where written translation is not available for the above correspondence, the principal or his/her designee shall ensure communication through interpreted oral language.

IV. Essential Meetings and Functions

1. Principals or his/her designee 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, special education/504 meetings or other important meetings that relate directly to an individual student.

V. Interpretation and Translation Service

1. Guillermo, Cinelli shall coordinate requests for assistance in obtaining interpreters to communicate with parents/guardians in a language other than English.
2. In order to access an interpreter or translation services, Principals or their designee should complete the Lynn Public Schools Interpreting and Translation Services Electronic Request Form available on the Lynn Public Schools Website as well as in hard copy in the Principals Office.
3. Guillermo, Cinelli shall maintain a current list of interpreters and translators contracted through the Lynn Public Schools.
4. Upon receipt of the request Guillermo, Cinelli shall send an electronic confirmation.



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5. There is no charge to parents for interpretation or translation services.
6. The district shall seek interpreters/translators through qualified companies and/or service providers.
7. The District will ensure that all interpreters/translators are aware that information regarding students is confidential and is not to be shared with any third party.
8. Guillermo, Cinelli will track the use of interpreters and translators used by the District and will submit an annual report to the Superintendent's office.

VI. Emergency Procedures

1. Principals or his/her designee shall develop emergency contact procedures in the event immediate communication with parents/guardians is required. The procedures shall include the following elements:
 - (a) When emergency communications with parents/guardians are required, the principal or his/her designee shall contact the parents/guardians in the language stated on the registration form.
 - (b) If no local resources are available, the principal and his/her designee shall use telephonic translation service (Language Line) that the district has contracted with.
 - (c) Emergency service requests do not require use of Web-Based forms.

VII. Review

1. Upon completion of services, Guillermo, Cinelli shall send a short survey via e-mail to the requesting party if it is a school department employee. If the requesting party was a parent/guardian the survey will be given at the completion of service. The survey results will be used to evaluate the quality and effectiveness of the services provided.