



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

HCCPS Procedures for Translation and Communication for English Learner (EL) Families

Purpose

Hilltown Cooperative Charter Public School is committed to ensuring that all students and families, including those with limited English proficiency (LEP), have full and equitable access to school-related information. While we do not currently serve EL students or families, we have established procedures to ensure that if the need arises, we can provide translated materials and accessible communication.

Translation of Important Information and Documents

Key Documents to Be Translated

If Hilltown enrolls students or families who require communication in a language other than English, the following documents will be translated into the languages spoken by those families:

- Student and Family Handbook
- Code of Conduct
- Enrollment and registration materials
- Special education procedural safeguards and notices
- Health and safety information
- Report cards and progress reports
- School policies, including anti-bullying and nondiscrimination policies
- School notices regarding responsibilities, academic standards, and student expectations
- Information about extracurricular activities, school events, and family engagement opportunities

Languages for Translation

- Hilltown will determine necessary translation languages based on the Home Language Surveys completed by incoming families.
- Translations will be provided for any language spoken by a significant portion of the student population in need of language support.

Communication and Accessibility for EL Families

- If EL families enroll, all school-wide notices, announcements, and information about academic expectations will be provided in a language they understand.



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- Translated notices will be distributed through the school website, email, and printed copies as needed.

Extracurricular Activities and School Events

- Information about after-school programs, clubs, special events, and family engagement opportunities will be translated for EL families to ensure full participation.
- Interpretation services will be provided at school-wide events as needed.

Implementation and Review

- Hilltown will review its procedures annually to ensure readiness to support EL families if they enroll.
- The school will establish relationships with local translation and interpretation services to be prepared to meet language-access needs promptly.

By maintaining these procedures, Hilltown ensures that all families, regardless of language background, will have equitable access to essential school information and opportunities.