



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

HCCPS Procedures for Translation and Interpretation

Purpose

Hilltown Cooperative Charter Public School is committed to ensuring that all families, regardless of their primary language, have full access to important school information and can meaningfully engage in their child's education. To that end, we have established procedures for translating key documents and providing interpretation services for families with Limited English proficiency (LEP).

Procedures for Translation of Written Materials

1. Identification of Language Needs:

- Upon enrollment, families complete a Home Language Survey to determine their preferred language for communication.
- The school maintains an updated record of families requiring translated materials.

2. Translation of Essential Documents:

- The following documents will be translated into the major languages spoken by our families with LEP:
 - Family and Student 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

3. Distribution of Translated Materials:

- Translated documents will be made available in both digital and print formats.
- Families will receive translated materials through email, and printed copies upon request.

Procedures for Oral Interpretation

1. Availability of Interpretation Services:

- The school will provide interpretation for parent-teacher conferences, IEP meetings, and other critical school communications upon request.
- When possible, bilingual staff members may assist with interpretation.

2. Low-Incidence Languages:



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

- For languages not commonly spoken within our school community, the school will attempt to secure interpretation services through external providers, community organizations, or translation hotlines as needed.
- If immediate interpretation is unavailable, the school will communicate in writing using translated materials and follow up with interpretation as soon as possible.

Procedures for Recruitment and Promotional Materials

1. Translation of Recruitment Materials:

- Promotional materials, including enrollment flyers, will be translated into the major languages (e.g. Spanish) spoken by families in our community.

2. Community Engagement:

- The school will collaborate with local organizations serving multilingual communities to ensure recruitment materials reach diverse populations.

By implementing these procedures, Hilltown Cooperative Charter Public School ensures that families with limited English proficiency can fully participate in their child's education and access all necessary school resources.