

Richard Milburn Academy recognizes the critical role parents, guardians, and families play in the education of their children. Richard Milburn Academy encourages the district administration, schools, and families to share in the responsibility of educating our students. To that end, this translation procedure is created to ensure parents who speak languages other than English are provided appropriate translation services so they may fully participate in their child's education.

**ESSA Requirement:**

Richard Milburn Academy will take steps to ensure parents, guardians, and other English learners have access to important school information. The Every Student Succeeds Act (ESSA) Section 1114(b) requires that an eligible school operating a schoolwide program shall develop a campus improvement plan. Section 1114(b)(4) states that the information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. Sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f) state that information regarding student interpretive, descriptive, and diagnostic reports, plans, policy, compact, parent meetings, and other required correspondence must be given in an understandable and uniform format, and to the extent practicable, in a language that parents can understand. USDE has not provided guidance or defined the term to the extent practicable.

**Translation Procedure:**

Richard Milburn Academy will conduct an annual review of the language access needs of our parents, guardians, and others through review of the Home Language Survey forms, district/campus ethnicity data, and educator/parent/student feedback and requests. A review of the data indicates that approximately 67% of the students are Hispanic/Latino and 10% of the student population qualifies as Limited English Proficient. Based on this analysis, Richard Milburn Academy has determined information will be provided in English and Spanish.

Richard Milburn Academy will make available written Spanish translations for the following documents:

- Title I, Part A Campus Improvement Plans
- Title I, Part A Parent Involvement Policy
- Title I, Part A School-Parent-Student Compact
- ESSER III Uses of Funds Plan
- ESSER III Return to In-Person Instruction and Continuity of Services Plan

**Monitoring:**

On an ongoing basis, Richard Milburn Academy will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. If 10% of a language is the "Home Language" for the district or a campus, Richard Milburn Academy will provide the translated documents listed above in that language upon request.

*For more information about this translation procedure, please contact Jim Pollok, Director of Special Projects, Accountability, and Assessment at (830) 557-6181.*