



**BOYS & GIRLS CLUBS**  
OF SOUTH CENTRAL TEXAS  
**TEXAS PREPARATORY SCHOOL**

**Title I, Part A - SWP Documents Translation Procedure**  
**2021-2022**

**ESSA Requirement**

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 a 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**

Texas Preparatory Schools 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.

Based on this analysis, the district has determined that they will provide information in the following languages: English and Spanish.

Texas Preparatory Schools will provide written Spanish translations for the following documents:

- Title I, Part A Campus Improvement Plans
- Title I, Part A Parent and Family Engagement Policies (School & District)
- Title I, Part A School-Parent Compacts
- Student Code of Conduct; Student Handbook; and Student Dress Code
- Early Childhood Parent Engagement Plan, High Quality Pre-Kindergarten Self Assessment and the Pre-Kindergarten State Guidelines.

The Texas Preparatory Schools webpages are available to be translated by end users at any time from English into the following languages: Spanish, Cantonese, French, German, Italian, Tagalog, Vietnamese, Korean, Russian, and Hindi.

**Monitoring**

On an ongoing basis, Texas Preparatory Schools will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. If 5% of a language is the "Home Language" for the district or a campus, Texas Preparatory Schools will provide the translated documents listed above in that language upon request.

For more information about this translation procedure:  
Please contact Mark Terry at 512.805.3000 .

**LEA's non-discrimination statement.**