

BRAINTREE PUBLIC SCHOOLS

KBA: Parent Communication Policy (PCP)

The Braintree School Committee (BSC) recognizes that the importance of effective communication between the school system and all parents. It is the goal of the Braintree Public Schools (BPS) to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the BPS provides educational and supervision services for students during the time they are within the care of school personnel. Consistent with these shared responsibilities, and as appropriate to the maturity of the student, members of the school staff will communicate with parents regarding student progress and development.

Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, and other relevant and appropriate opportunities for participation in school activities and programs.

In the effort to maintain clear lines of communications, the BSC recognizes those parents of Limited English Proficiency and establishes the following guidelines to ensure that they receive the meaningful communication in the language in which they can fully understand the information:

1. During the registration process, new families to the district will be asked to complete a Home Language Survey, in their own language, which will ask whether they would like notices and information regarding their child's school in a language other than English. The completed survey will become part of the student's information file.
2. Braintree Public Schools (BPS) will provide parents/guardians, who request information in a language other than English, written or oral translations of the following:
 - a. Information about Special Education matter under IDEA (Individuals with Disabilities Education Act) or Section 504 of the Rehabilitation Act
 - b. Report cards and progress reports
 - c. Information about disciplinary processes (unless there is an immediate discipline notice that must be provided to the parent initially in English with interpretation and/or transition to follow as soon as possible)
 - d. Requests for parent/guardian permission for student participation in district/school sponsored programs and activities
 - e. Promotional materials and announcements distributed by the school to students that contain information about school and district activities for which notice is needed to participate (e.g. parent teacher conferences, open houses, activities requiring application)
 - f. Parent handbooks
 - g. Enrollment/Registration documents
 - h. Documents concerning academic options and planning



- i. Information related to public health and safety, unless there is an immediate health or safety emergency, at which time information may be initially distributed in English with interpretation and/or translation to follow as soon as practicable.
 - j. Any other written information describing the rights and responsibilities of parents/guardians or students and the benefits and services available to parents/guardians and students.
3. When reasonably and specifically requested, the district will provide written or oral translation of other information that is not considered “essential”.
4. If a BPS employee needs to communicate orally with an LEP parent regarding essential information, that communication will be provided in the language the parent can understand via a qualified interpreter, which will be provided without undue delay.

Through this policy and the guidelines established herein, the BSC affirms its mission to partner with parents in the education of their children through effective communication with all members of the Braintree Public School Community.

Adopted by School Committee 3/19/2018



