

The Newburyport Public Schools is committed to its obligation under Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act of 1990 (Title 11).

- As part of the District's obligations, during initial student registration, all parents/guardians will be inquired, in their native language or a language they can understand, whether they would like notices and information from their child's school and the District to be provided in a language other than English.
- The District will record this information in all relevant student information files or folders and in any electronic student information system.
- In addition, during initial student registration, the District will also inquire whether parents/guardians require the student-parent handbook translated and, upon Parent request, the District will translate the parent-student handbook into the Parents' native language or a language they can understand.
- All notices or documents containing essential information will also be translated for parents/guardians who have requested notices in a language other than English.
- Essential information includes but is not limited to the following:
 - information about special education matters arising under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 (*e.g.*, IEP or 504 meetings);
 - report cards and other academic progress reports; information about the disciplinary process;
 - requests for parent/guardian permission for student participation in District/school sponsored programs and activities;
 - promotional materials and announcements distributed to students that contain information about school and district activities for which notice is needed to participate in such activities (*e.g.*, testing, activities requiring an application, parent-teacher conferences, open houses);
 - Student-parent handbooks; documents concerning enrollment or registration;
 - Documents concerning academic options and planning;
 - documents concerning screening procedures requesting a student's language background and a parent's/guardian's preferred method of communication;
 - information related to public health and safety; and
 - 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.
- The District will also provide written or oral translations of information that is not deemed "essential information" upon receiving a reasonable, specific request for such information from English Learners ("EL") parents/guardians.

In addition, when a district employee needs to communicate with an EL parent/guardian orally regarding essential information, the communication will be provided, without undue delay, in a language that the parent/guardian understands by means of a qualified interpreter.

For any questions, please contact the school building Principal, or school/district administration.

