



## Bilingual Liaison Protocol

The School District of the City of Royal Oak believes that it is very important for ALL parents to be informed about their child's education, including academic progress, requirements and extracurricular activities.

Bilingual families sometimes benefit from extra support in order to ensure equal access to information about their child's education. If you have any questions, please make initial contact with your child's English as a Second Language teacher and they will help you get the answers you need. Please see the chart below.

### Contact the ESL Teacher

- Royal Oak High School: Julia Giacomaj: 248-435-8500 x 1042; E-mail: giacomaj@royaloakschools.com
- Royal Oak Middle School: Karina Landis: 248-541-7100 x 2097; E-mail: landisk@royaloakschools.com
- Elementaries: Christy Osborne, 248-549-4968 x 4603; E-mail: osbornec@royaloakschools.com

### ESL Teacher facilitates

- ESL teacher helps find answers by talking to classroom teachers or administrators, or by finding and explaining documents.
- ESL teacher makes sure that parents understand information.

### Translators contacted

- If parents still do not understand information, ESL teachers may arrange a phone call with a bilingual translator/ liaison when possible and necessary.
- Bilingual translators may be scheduled for parent teacher conferences and IEPs when possible and necessary.