

## **INTERPRETATION SERVICES**

**Page 1 of 2**

### **Purpose**

The Board of Education recognizes the crucial role that parents, guardians and families play in the education of their children. The Board encourages partnerships between district administration, schools and families in order to share the responsibility of educating our students.

This policy is created to ensure that English learners and parents who speak languages other than English are provided appropriate interpreting services so that families of all language backgrounds may fully participate in the education of their children.

### **Personnel and Staff**

Training shall be made available to district staff in the following:

- The school's role in facilitating the provision of language access services to non-English speaking parents and students.
- How to access translation, on-site and over-the-phone interpretation services.
- Resources and support available from the school and/or district for language access services.

Schools will only use competent interpreters who are fluent in English and in the requested language. The school shall make sure interpreters understand any terms or concepts that will be used during the meeting. Interpretation may be made available in person or, where that is not practicable, over the phone or by other electronic means.

Any interpreter used by the District will be a neutral party and will communicate everything said during the conversation. Interpreters shall not omit or editorialize on the content of the conversation that they are translating. Schools shall make sure interpreters understand their role and the requirement that they keep information confidential.

### **Use of children as interpreters**

Interpretation services for official communications will be performed by appropriate and competent individuals only. Schools may not rely on or ask students, siblings, friends, or untrained school staff to interpret for parents.

**INTERPRETATION SERVICES**

**Page 2 of 2**

Except in the case of emergency where there is a clear and imminent danger, children shall not be used as interpreters for formal or official information.

A child may only be used as an interpreter for informal communication when there is no risk that confidential information may be disclosed. Absent an emergency circumstance, students shall not be pulled from a class to interpret for a parent/guardian or family member.