

**Translation & Interpretation
Shared Responsibilities
BCSD**

Philosophy Statement

Communication is essential to parent involvement and student success. The thoroughness and thought that is given to communication needs to be given to all members of our community. We want all parents to be fully informed so that they can be full participants in the educational community. The same care and concern that is given to English communication will also be given to Spanish communication.

“If it’s worth the time to communicate in English, it’s worth the time to communicate in Spanish.”

District Translator/Interpreter

- On call for district offices when they need help with interpretation
- Monthly Superintendent letters to parents
- District parent letters
 - Two annual (school year open and close)
 - Six others throughout the year
- District level community surveys (at least 2)
- Emergency communication/team
- District communications (flyers, posters, ads, meeting promotion, etc)
- Executive hearings for Board of Trustees meeting
- Board of Trustees meetings (interpretation)
- Board Meeting Agenda translation
- Public meetings
- IEPs (estimated 70 throughout the year)
- Student handbooks
- District assessment letters to parents or score reports
- Curriculum projects (i.e. district math assessments in Spanish for DI)
- Registration forms and other district forms

School Based Translator/Interpreter

- 504s
- Milepost plans
- Report card comments and progress reports
- Informal communication with parents
- Field trip/permission forms
- PTA correspondence at principal discretion
- Progress reports
- Last minute requests for school-based communication
- Door notices
- Translation requests from teachers
- Letters from the principal (welcome and others)
- Calls from parents
- Interpreter for IEP/parent meetings
- Interpret for parent/teacher conferences
- Attendance Court meetings
- School newsletters
- School translators are:
 - Alturas - Rocio Paucar
 - WRMS - Cesar Enoki
 - Bellevue - Karla Ruiz
 - Hailey - Lorena Horne
 - Hemingway - Maria Roldan
 - Carey - Marla Villavicencio
 - WRHS - Jane Lopez
 - SCHS - on call with Gloria Giraldo-Hurst or Jane Lopez

Criteria for Translation Requests:

In order that your request receive the due attention and priority it deserves, documents need to be submitted with at least seven (7) days lead time for major (2 page +) assignments or three (3) days for minor assignments (2 pages or less). It usually takes twice the amount of time to translate a document than for its original composition.

In general, documents will be translated based on first come, first serve basis unless crisis communication takes priority.

Consideration for the workload and time restraints of the Translator/ Interpreter is deeply appreciated.