

The Goal of Huron School District 2-2 with regards to Interpreting Services

The goal of the Huron School District in the area of interpreting services is to facilitate communication access to non-English speaking students and their families. The school district's Migrant Social Worker and ESL Coordinator will serve in a mediator capacity to ensure reasonable accommodations are provided to non-English speaking students and their parents/guardians.

During the student's registration with the Huron School District, the need for interpreting services will be addressed with the included form. (Appendix A) On the occasion the school district is not able to locate a qualified interpreter for a specific meeting, conference or event, the student and/or his/her family and others concerned will be notified immediately.

Huron School District 2-2 RESPONSIBILITIES

- Assist qualified students/ families in obtaining reasonable interpreter accommodations.
- Provide qualified interpreters for students/families who need interpreter services.
- Assist faculty and staff with educational endeavors related to the provision of interpretation services.
- Respond professionally to concerns and issues raised by the student, interpreter, staff, or faculty member.

Interpreter RESPONSIBILITIES

- Follow the code of ethics for interpreters as recognized the Huron School District 2-2.
- Provide qualified interpreter services commensurate with knowledge and skills base.
- Keep all information regarding interpreting assignments and interactions confidential.
- Facilitate communication between persons who are English and non- English speaking.
- Report concerns to either the Migrant Social Worker or the ESL Coordinator.

Code of Ethics for Huron School District 2-2 Interpreters

You represent not only yourself, but the Huron School District, as well. It is imperative for all HSD 2-2 interpreters to present themselves in a pleasant and professional manner.

- All requests for service must come through the office of the coordinator.
- Keep all information regarding interpreting assignments and interactions confidential.
- Do not interpret for close friends or family members if at all possible.
- Dress appropriately for interpreter assignments.
- Arrive ten minutes prior to scheduled assignments.
- Introduce yourself to the English speaker holding the meeting/conference.
- Ascertain communication style and preferences of consumers.
- Obtain copies of any materials, texts, etc., from meeting director. Ask questions as necessary to clarify information.
- Evaluate the environment for meeting. Work with consumers, both English and non-English speaking, to ensure appropriate visual accommodations and seating arrangement.
- For sessions less than one hour, please wait at least 15 minutes, 20 minutes for assignments up to two hours, and 30 minutes for longer assignments before leaving the site of interpreting session.
- If you arrive at a session that has been cancelled, the student/family does not show, etc., please contact the coordinator/ supervisor.
- If your assignment is cancelled with less than a 12-hour notice and the coordinator has no alternate placement for you, bill for that time as you normally would. For example: if you were scheduled for a session lasting for 30 minutes, record on your timesheet accordingly.
- Cancellations due to inclement weather are not subject to a 12-hour notice.
- If you cannot make an appointment, please contact either the ESL Coordinator or Migrant Social Worker, giving 24-hour notice.
- Requesting a substitution in order to accept another assignment is not considered appropriate or professional, and may be considered as an ethical violation.

TIME SHEETS

Time sheets can be obtained from Migrant Social Worker or ESL Coordinator. Time sheets must be filled out properly to ensure appropriate and timely delivery of pay. Interpreters should complete time sheets by 5:00 pm on the last day of each month.

It is the interpreter's responsibility to complete time sheets correctly. If an interpreter has a question or concern please contact the district's Migrant Social Worker or ESL Coordinator.

Misrepresenting time worked is a violation of district policy and may result in termination of services.