



Document Name:  
Effective Date:

BPS Interpretation and Translation Procedural Guidelines  
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## 1.0 Mission

The Bridgeport Public Schools makes every effort to address the U.S. Department of Education and U. S. Department of Justice guidance for “meeting the rights of parents and guardians who do not speak, listen, read, or write English proficiently because it is not their primary language.”

BPS is committed to implement federal laws and regulations that specifically reference Interpretation and Translations as related to “providing students with non-discriminatory and comparable access to education”.

### Facts and Resources:

<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-lep-parents-201501.pdf>

<https://www2.ed.gov/about/offices/list/oela/english-learner-toolkit/chap10.pdf>

<http://www.brycs.org/documents/upload/Interpretation-Translation-FAQ.pdf>

## 2.0 Definition

“**Interpretation** refers to the process of orally rendering communication from one language into another”.

“**Translation** refers to the same process in written language.”

## 3.0 District-Wide Interpretation and Translation Responsibilities

1. **Parent Identification** is through the **Home Language Survey** (document included in all registration packets) to inquire and identify limited English proficient parents and guardians) \* Please note important question to be completed by parents on the top portion of the form:

“In what language would you like to receive information from the school?”

[Home Language Survey Revised 2017.docx](#)



2. **School Messenger (English, Spanish, Portuguese and Haitian-Creole)** for District and School Oral and Written Communications from School to Home
3. **Bridgeport Public Schools** webpage has the capability to translate information into more than 100 languages
4. **Multi-Language Posters** must be posted in all school buildings and the Bilingual Office will distribute to all schools:

**Translations and Interpretations include but not limited to:**

- Registrations and Enrollments
  - Report Cards, Academic Standards, Graduation Information
  - Discipline Policies and Procedures
  - Parent Meetings (during and after the school day)
  - Attendance, absences and withdrawals
  - School Closures and Delays
  - Special Education and related services
  - Parent Teacher Conferences
  - Parent Handbooks
  - Bilingual as well as Talented and Gifted Programs Information
  - Magnet Schools Information
  - Requests for Parent Permission for field trips, school programs and activities, etc.
  - Opportunities to access programs or services—including highly capable, advanced placement, and English language learner programs
  - Family School-Related Events
5. **Training** will be provided for staff who will be providing Spanish interpreting and translating services to ensure high quality and effective services.

## 4.0 District-Wide Implementation and Services

1. All **Spanish** school-based interpretation and translations will be assigned to school-based staff that are fluent in Spanish for during and after school day
2. **Interpretation** options are foremost through a **telephonic** contract with Linguistica International Company. The company will provide a telephone number to call to request interpretation in over 100 languages. A conference call format must be set up to enable the telephonic interpretation service for languages other than Spanish. Some examples for this type of service request are registration/enrollment of students and parent teacher conferences and/or meetings. When an **in-person interpreter** is necessary in a language other than Spanish, a request via BPS Portal will be completed with two week advance notice.



# BRIDGEPORT PUBLIC SCHOOLS

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3. **Translation** for school-based documents will be requested for languages other than Spanish via BPS Portal with two week request notice, when possible. Once the document request is received and approved via BPS Bilingual Office then the document will be sent to Linguistica International Company and an expected timeframe for completion for translation may be 2-4 days.
4. All other language school-based interpretation and translations requests will be conducted through the BPS Portal : Student Support Services