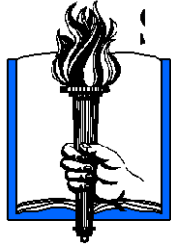


MURFREESBORO CITY SCHOOLS ADMINISTRATIVE DIRECTIVES



Descriptor Term: Translation and Interpretation Services	Descriptor No: AD IS 9	Effective Date: 4/19
	Reviewed/Revised: 7/19; 1/23	

1 As noted in Board Policy 4.207, the inability to speak and understand the English language should not
2 exclude a student from effective participation in the educational programs offered by the district.
3

4 The following provides an overview of how to obtain interpretation and translation (documents in a
5 language other than English) support for families that speak a language other than English. If you have
6 questions or an emergency need, please contact the Instruction Department.
7

8 Interpretation is for oral communication in another language for phone calls and in-person meetings.
9 Translation is for documents in a language other than English such as parent/teacher invitations, IEP, etc.
10

11 Except in the case of an emergency, students should not be used as interpreters.
12

13 To secure interpreters/translators, please follow these steps:

- 14 1. Utilize the Home Language Survey in the student's permanent files or access Skyward to see if a
15 language other than English is spoken by the family. This will allow any presumptions to be avoided.
- 16 2. If families need or request interpretation or translation at any time, even if they are not identified by
17 the Home Language Survey, the district is legally required to provide these services. Please do not
18 schedule any meetings or send paperwork home in English if this support is required.
- 19 3. Use Google Translate when other options are not easily available.
- 20 4. If families decline translation or interpretation support, the district will honor that request.
21

22 The following are direct services that can be accessed for parents:

- 23 • Translation can be provided by members of our Community Outreach team.
- 24 • School websites have Language Translate embedded on the web pages.
- 25 • The Foreign Language Institute is available at all schools.
- 26 • Social media platforms can be read in any language.
- 27 • Paper flyers for school registration and other important events are available. However, written
28 translation will be provided of all school documents that are otherwise provided to English-
29 speaking parents to the extent practicable. Where it is not practicable to provide written
30 translations to a parent with limited English proficiency, documents will be orally translated for
31 such parents.
32

33 Principals and EL teachers are the key contacts at the school level for accessing any needed services.
34 However, the district's Outreach Team and Instruction Department are also readily available for
35 assistance. For family night events or if you need a document translated, contact the Community
36 Outreach team.

37 Parents, staff, and students may access language services for school-related purposes in any of the
38 following ways:

- 39 • Ask at the school or district office.
- 40 • Ask a teacher.
- 41 • Call 615-893-2313 or email a request to the Instruction Department or the Outreach Team

42
43 Board Related Policy 4.207