
DOUGLAS COUNTY SCHOOL DISTRICT GUIDELINE FOR SIGN LANGUAGE INTERPRETING SERVICES FOR ADULTS

The DCSD ADA Manager assures, a qualified interpreter is used for employees and parents of students in all situations where clear and effective communication is necessary.

“The ADA Title II regulations specifically address the responsibility of a school board or other public entity to remove communication barriers for deaf individuals: *(a) A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. 28 C.F.R. § 35.160.*”

A “qualified interpreter” is an individual who is able to interpret efficiently, accurately, and impartially both receptively and expressively, using any specialized vocabulary needed for good and effective communication in the school setting. An interpreter in Douglas County must at least hold one of the following certifications: EIPA, NIC, CI/CT, RID.

Goal

The goal of this guideline is to ensure efficient and timely placement of qualified interpreters for adults in accordance with the ADA regulations and to present a standard for interpreting requests and cancellations.

Requests

Interpreting requests for employees and parents of students will only be accepted through the Interpreting Request Form online. This form, once submitted, will be forwarded directly to the ADA Manager. Requests should be made at least one week prior to the date the interpreting services are needed. Last minute requests are considered when placed within the 48-hour window prior to the date the services are needed and higher fees apply. Two interpreters are necessary for all events that are longer than 2 hours.

The ADA Manager is always committed to provide the preferred interpreters, if they are available. Is the preferred interpreter not available; another qualified interpreter will be chosen. According to the law and the ADA Regulations, the DCSD is only required to provide a qualified interpreter, not one of preference!

Usage

Employees

Interpreters for all deaf or hard of hearing employees are offered by the DCSD and will include but are not limited to the following events/meetings:

- (For teachers) The first week of each term to explain the curriculum and expectations to ASL1 students.
- Meetings (Staff, Teacher/Parent Conferences, Student meetings, Professional Development Days, and other meetings)

- Extracurricular activities (guest speakers in classrooms, school plays, musicals and other school events such as graduations)

Parents

Deaf or hard of hearing parents of students will receive interpreting services, which include but are not limited to the following events:

- Parent/Teacher Conferences, IEP Meetings, Mosaic Program events and other meeting with staff of the particular school
- Extracurricular activities (school plays, musicals, and other school events)

Cancellation

Following the 48-hour business day cancellation policy of the interpreting agency used by the district, school administration and/or deaf or hard of hearing, employees are responsible to notify the ADA Manager via email as soon as possible about changes or cancellations. If the ADA Manager is not given advance notice of cancellation before the 48-hour window, payment for services is still required. This also applies to changes in duration of meetings or events.