

**District of Columbia Public Schools
Office of Bilingual Education
Interpretation and Translation Policy**

The Office of Bilingual Education is given the function of the following:

- Provide translation and interpretation services to central offices and local schools to enable parents of other language backgrounds to fully participate in the education of their children by receiving communication of high quality, equal to the communication provided in English to other families.

The District of Columbia Public School System adheres to the following acts and regulations regarding interpretation and translation services:

1) No Child Left Behind Act 2001

Title 1 section 1118 Parental Involvement:

(e) Building Capacity for Involvement:

(5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand

(f) ACCESSIBILITY– In carrying out the parental involvement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

2) DCMR Amendment of Chapter 4 of the Board Rules (Title 5 of the D.C. Municipal Regulations):

401.2 The Superintendent shall ensure that the practices and programs at The local schools meet the following standards:

- a) Communication between home and school is regular, two-way, and meaningful;
- b) Parenting skills are promoted and supported;
- c) Parents play an integral role in assisting student learning;
- d) Parents are welcome in the school, and their support and assistance are sought;
- e) Parents are full partners in the educational decisions that affect children and families; and

- f) Community resources are used to strengthen school programs, Family practices, and student learning.

3) DCMR Amendment of Chapter 31 of the Board Rules (Title 5 of the D.C. Municipal Regulations):

3102 NOTICE TO PARENTS

3102.1 The Superintendent shall provide all information supplied to D.C. Public schools parents/guardians to the parents/guardians of language minority students in their home language, whenever reasonably practicable.

3103.3 The Superintendent shall communicate all information to parents/guardians of NEP/LEP students concerning their child's NEP/LEP evaluation and educational services in their home language.

SOURCE: Final Rulemaking published at 40 DCR 6948, 6949 (October 1, 1993).

**4) DC Language Access Act of 2004
Sec. 4. Written language services by covered entity.**

(a) A covered entity shall provide translations of vital documents into any non-English language spoken by a limited or non-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered, by the covered entity in the District of Columbia.

Language Provided:

- Since 1997 to present the District of Columbia Public Schools provided translation services for vital documents in the top 5 languages, namely Spanish, Chinese, Vietnamese, French and Amharic.
- Since 1997 to present the District of Columbia Public Schools provided interpretation services to parents of other language backgrounds in the aforementioned top 5 languages and other languages as needed.

Contact Information:

For interpretation and translation services and the Language Line Access Code please contact Ivy Chaine, Language Access Coordinator at 202-671-0755 at the Office of Bilingual Education.

Interpretation and Translation Request Forms are available on line at <http://www.k12.dc.us>.