



# NATIONAL ASSOCIATION OF EDUCATIONAL TRANSLATORS AND INTERPRETERS OF SPOKEN LANGUAGES

## BEST PRACTICES FOR DISCIPLINARY HEARING INTERPRETATION

### FOR INTERPRETERS

### SKILLS

You will be expected to switch from:



**SIMULTANEOUS INTERPRETATION**



**CONSECUTIVE INTERPRETATION**



**SIGHT TRANSLATION**

### DISCLOSE

Disclose **skill limitations** or **preferences**. If you're not comfortable relaying:



**Profanity**



Content that is **sexual** in nature and the hearing relates to these infractions, let the hearing officer know.

### ASK FOR INFORMATION

- Ask for a **copy of the letter** explaining the student's code infraction.
- Get information about the **parties** that will be present. Schools and families have the **right to be represented** by legal council and may choose to bring a lawyer to the hearing. Come prepared!

### STUDY TERMINOLOGY

- Study **terminology** related to alternative or non-traditional settings.
- Find a translated version of the **student discipline code** and ask questions about unknown terms prior to the hearing.
- Study **vocabulary** specific to the **infractions** (drug slang, teen slang, inappropriate/obscene language).
- Study **legal terminology** and **school policies** related to behavior, interventions, discipline, suspension/expulsion.
- Familiarize yourself with **discipline appeal procedures**.

### BE PREPARED

- Be prepared to interpret for **witnesses** and read student or witness **statements**.
- Always come prepared to **take notes**.
- Be prepared to interpret **audio** and/or **video** evidence.
- Be prepared for parties to **examine** and **cross-examine** witnesses.

### PRE-SESSION & MEETING

- Prepare a **brief interpreter's introduction** to encourage a smooth session.
- **Establish** the **rhythm** of **pauses** beforehand. This is a stressful situation and the audience might need a longer time to process the meaning of what is being said.
- **Disclose** skill limitations or preferences.
- Understand that disciplinary hearings and tribunals are recorded. **Speak clearly** at all times.
- Maintain appropriate **interpreter protocol** for interventions used to **alert** school personnel of any possible **cultural** or **communicative misunderstanding** (e.g. "The interpreter... believes there may be a misunderstanding regarding...").

### DEBRIEF

- If possible, debrief with **school personnel** to determine improvements for future meetings.

### KEEP IN MIND



**Avoid speaking to the family** prior to the hearing or tribunal.



Arrive **10-15 minutes early** to test the interpretation equipment if needed.



Be prepared to **troubleshoot** the interpreter equipment or virtual platform features (if used).





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## BEST PRACTICES FOR DISCIPLINARY HEARING INTERPRETATION

FOR SCHOOL LEADERS AND EDUCATORS

### SKILLS

Interpreters should be experienced in switching between:



**SIMULTANEOUS INTERPRETATION**



**CONSECUTIVE INTERPRETATION**



**SIGHT TRANSLATION**

### CREATE



To expand interpreters' legal terminology and knowledge of hearing proceedings, create glossaries and a sample of possible scenarios to study prior to the meetings.

### PLANNING

- Ensure **appropriate training** for interpreters assigned to disciplinary hearings and expand their knowledge of legal terminology in all working languages.
- Find out **if the family will need an interpreter.**
- Ensure that the interpreter is **able to manage** simultaneous (interpreting almost at the same time as the speaker) and consecutive interpretation (taking turns when speaking and interpreting).
- Make sure interpreters are familiar with your **school's discipline code.**
- Ensure that **leaders are trained in how to** collaborate with an interpreter.

### SHARE INFORMATION

- Help the interpreter prepare by **sharing the charge letter and your school's discipline code.**
- Provide interpreters with information about the parties that will be present, **including legal council.**
- **Share specific information** (student's school level, infraction, possible consequences, etc.)
- Share **if witness statements will be read** and provide a copy to the interpreter during the hearing.
- Let the interpreter know if **audio/video evidence** will be presented.

### INTRODUCTIONS

- Allow the **interpreter to present an introduction** on how to best work with an interpreter and how to allow the interpreter to best perform their job. The introduction should be provided in **English and in the language interpreted.**
- Remind the interpreter that the **hearings will be recorded** and to speak clearly.

### MEETING

- Pause to ensure that the interpreter has had a chance to **relay the message accurately and completely.**
- Control **side conversations and overlapping speech** as interpreters can only interpret for one person at a time.

### DEBRIEF

- If possible, **debrief with the interpreter** to determine improvements for future meetings.

### KEEP IN MIND



Have the **technology needed** for the interpreter to relay information simultaneously



Depending on the amount of people present and length of the hearing, **more than one interpreter** may be needed.



**Meeting ground rules** should be provided in both English and the family's language.



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