



NAETISL
National Association of Educational Translators and
Interpreters of Spoken Languages

www.naetisl.org

BEST PRACTICES FOR DISCIPLINARY HEARINGS AND TRIBUNALS

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 "**charge 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 and expulsion.
- Familiarize yourself with the school district's **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 for **audio** and/or **video** evidence to be presented.
- Be prepared for parties to **examine** and **cross-examine** witnesses about any matters relevant to the charge against the student.

PRE-SESSION & MEETING

- Prepare a **brief interpreter's introduction** and determine which points need to be stated 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 (e.g. talk system) if needed.



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

Brought to you by the **National Association of Educational Translators and Interpreters of Spoken Languages (NAETISL.org)**, a 501(c)(3) nonprofit organization.

We are dedicated to strengthening family engagement by connecting emergent bilingual families, school administrators, teachers, and educational translators and interpreters of spoken languages with information about language access and language justice in early childhood and K-12 settings.

Thank you to the NAETISL Members who contributed to the creation of this Best Practices Series.

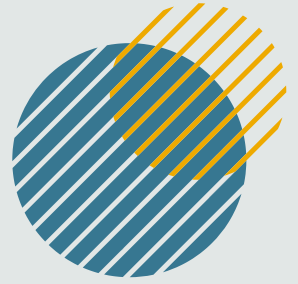


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BEST PRACTICES FOR DISCIPLINARY HEARINGS AND TRIBUNALS

SCHOOL LEADERS & 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. For example, scenarios that involve:



Attorneys



Community
advocates

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 has **experience** in education settings and 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 use an interpreter.

SHARE INFORMATION

- Help the interpreter prepare by sharing the **charge letter** and your **school's discipline code**.
- **Send** the interpreter a **copy** of the **charge letter** to help them prepare.
- **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.



BEGINNING



- 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. **Listen** to the interpreters' **recommendations**.
- Allow the interpreter to provide a **brief introduction** to their role 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 **talk system** for interpreters to use if available.



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**.