

INTERPRETERS FOR HEARING IMPAIRED PARENTS

I. Interpreter to be Provided

The Berlin Central School District Board of Education recognizes that District parents with hearing impairments preventing effective participation in their child's educational program must be afforded an opportunity to participate in meetings or activities pertaining to the academic and other aspects of their child's education. Accordingly, and pursuant to law, the District shall provide an interpreter for hearing impaired parents for academic or disciplinary meetings or activities initiated by the district, which shall include but shall not be limited to the following:

- A. Parent-teacher conferences;
- B. Child/study or building level team meetings'
- C. Planning meetings with school counselors regarding educational progress;
- D. Career planning; and
- E. Suspension hearings or other conferences with school officials relating to disciplinary actions involving their child.

II. Written Request Format

The District shall provide an interpreter for the hearing impaired parent if a written request for the service has been submitted to and received by the District at least two (2) complete business days prior to the scheduled meeting or activity. Hearing impaired parents shall submit their requests for accommodation of their disability on a form provided by the District, or shall use such other written means to request accommodation as shall provide the information requested by the District's form.

III. Reasonable Accommodations When Interpreter Unavailable

Whenever an interpreter is unavailable, the District shall make other reasonable accommodations that are agreed to by the parent and the District (e.g., a note taker, transcript, decoder, or telecommunications device for the deaf). These services shall be made available by the District at no cost to the parent.

IV. Administrative Responsibilities

The Superintendent of Schools shall maintain a list of available interpreters and shall develop procedures to notify parents of the availability of interpreter services, the time limitation for requesting these services, and the requirement to make other reasonable accommodations satisfactory to the parent should an interpreter be unavailable.

References

Education Law Sec. 3230
9 NYCRR 100.2(aa)