

**Montgomery County Public Schools**  
**Office of Interpreting Services**  
2100 Baltimore Road  
Rockville, Maryland 20851  
301-517-5539 v/tty  
301-279-3791 Voice/FAX

**Procedures for the Provision of Sign Language Interpreters for Parents**

**I. General**

The Office of Interpreting Services will provide a qualified sign language interpreter when necessary to allow deaf parents an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by Montgomery County Public Schools (MCPS). The interpreter will be provided at no cost to the parents.

A qualified sign language interpreter is an interpreter who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary.

**II. Requesting a Sign Language Interpreter from MCPS**

Parents seeking a sign language interpreter should contact the Office of Interpreting Services, 301-517-5539 v/tty or 301-279-3791 v/tty to arrange for an interpreter. Requests also may be submitted by email to: [interpreting\\_services@mcpsmd.org](mailto:interpreting_services@mcpsmd.org)

Requests for an interpreter are to be submitted at least two weeks prior to the date the interpreter is needed. However, if a request for an interpreter is not submitted within this time frame, effort will still be made to honor the request.

If a parent needs to cancel a request for an interpreter, the parents should notify the Office of Interpreting Services at least 48 hours prior to the date that the interpreter was to be provided.

Upon receiving a request for a sign language interpreter, the Office of Interpreting Services will determine whether a staff interpreter is available to fulfill the request. If a staff interpreter is not available, the Office of Interpreting Services will seek to contract with a private contract interpreter or with an interpreting agency.

### **III. Sign Language Interpreters Obtained by Parents (Personal Interpreters)**

A parent may elect to utilize a privately obtained personal interpreter rather than an interpreter supplied by the Office of Interpreting Services. If the parent chooses to utilize a personal interpreter, the Office of Interpreting Services will contact the parent and the personal interpreter to determine whether the parent and personal interpreter are confident that the personal interpreter is sufficiently skilled to provide an adequate, accurate, and impartial interpretation of the meeting. MCPS will not fund the services of a personal interpreter unless it has agreed to do so in advance of the meeting and with the approval of the Office of Interpreting Services.

#### **A. General**

All concerns regarding the qualifications of interpreters (MCPS supplied interpreters or personal interpreters) should immediately be brought to the attention of the coordinator of interpreting services in the Office of Interpreting Services.

#### **B. Interpreters Provided by MCPS**

If a parent is not confident that the sign language interpreter supplied by MCPS is providing an adequate, accurate, or impartial interpretation of a meeting, the parent may request that the interpreter not continue interpreting for that meeting.

In the event, MCPS may either arrange for another interpreter or the parent may elect to provide a personal interpreter, subject to the provisions of Section III of these procedures.

#### **C. Personal Interpreters Provided by Parents**

If a participant in a meeting is not confident that the personal sign language interpreter supplied by the parent is providing an adequate, accurate, or impartial interpretation of a meeting, the personal interpreter will be informed that she/he may not continue interpreting for the meeting.

In the event, the parent will be provided an opportunity to locate another personal interpreter, or use the services of an interpreter provided through the Office of Interpreting Services. If the parent is unable to locate another personal interpreter within a reasonable time and MCPS has legitimate concerns regarding the timeliness or importance of the meeting, MCPS may supply an interpreter for the meeting.

If, for a subsequent meeting, a parent seeks to utilize a personal interpreter previously deemed unqualified for a prior meeting, MCPS will consider whether the objections to the personal interpreter at the prior meeting are applicable to the

subsequent meeting. For example, it may be determined that a particular personal interpreter is not qualified to interpret at an IEP team meeting, but is qualified to provide interpreting services during a field trip.

#### **V. Resolving Concerns Regarding Interpreting Services**

If a parent expresses a concern regarding the qualifications of a sign language interpreter provided through the Office of Interpreting Services, the parent should be referred to the coordinator of The Office of Interpreting Services. The coordinator of The Office of Interpreting Services will seek to achieve an informal resolution of the parent's concerns.

If the parent's concerns cannot be resolved informally, the parent is to be advised that pursuant to MCPS Regulation ACG-RA; *Reasonable Modification for Individuals with Disabilities with Regard to Services, Programs, and Activities*, the parent may seek a formal resolution of the concerns by completing MCPS Form 270-8, *Complaint From The Public*, and will be notified where and with whom the form is to be filed.

#### **VI. Notification of Procedures**

Commencing with the start of the 2003-2004 school year, the Office of Interpreting Services will send a copy of these procedures (one time) to each parent who requests interpreting services from the Office of Interpreting Services. A copy of these procedures also shall be made available to parents at the Office of Interpreting Services.