



DUXBURY PUBLIC SCHOOLS

TRANSLATION PROCEDURES

WRITTEN TRANSLATIONS ARE NEEDED FOR ANY DOCUMENT THAT INFORMS PARENTS ABOUT

- SERVICES
 - EVENTS OR
 - OTHER ESSENTIAL INFORMATION THAT WOULD AFFECT THEIR ABILITY TO
 - CHOOSE TO PARTICIPATE OR
 - KNOW THE PROCEDURE FOR PARTICIPATION IN A SCHOOL OR DISTRICT SPONSORED PROGRAM.
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ORAL TRANSLATIONS ARE NEEDED FOR

- PARENT CONFERENCES
 - INDIVIDUAL EDUCATION PLANS (IEP) MEETINGS
 - 504 PLAN MEETINGS
 - DISCIPLINARY HEARINGS
 - ANY OTHER MEETING PARENTS ARE REQUIRED TO ATTEND
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TRANSLATION RESOURCES

FORMAL:

FOR ALL FORMAL WRITTEN TRANSLATIONS – CONTACT Diane Mehegan, Curriculum Supervisor, World Languages and ELL Coordinator at 781-934-7650.

INFORMAL:

ALL INFORMATIONAL WRITTEN CAN BE ACCOMPLISHED VIA GOOGLE TRANSLATE

FOR ORAL TRANSLATION/INTERPRETATION – PLEASE CONTACT:

- ARABIC:
- BENGALI:
- CHINESE:
- FRENCH: Carole Calderone, Nathan Palmer

- GREEK:
- GUJARATI:
- KOREAN:
- PORTUGUESE
- RUSSIAN
- SPANISH Jen Crowley, Danielle Grafton, Mike Lesniak, Amy Jackson, Danielle Aliberti,
- VIETNAMESE

French and Spanish teachers are not native speakers, but may feel confident to translate, orally and/or written.