

The *Office of Sign Language Interpreting Services* (OSLIS) is an office of The NYC Department of Education/District 75 providing Sign Language Interpreters for all DOE meetings and events where Deaf people are present.

Our services cover Deaf students, DOE staff, parents and hearing children of Deaf adults (CODA's).

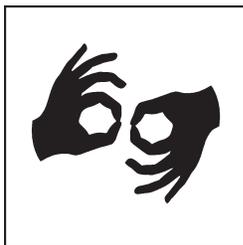
There are no fees for our services.

To download an Interpreter Request Form, go to:

<http://schools.nyc.gov/Offices/District75/Departments/RelatedServices/Interpreting/forms.htm>

Helpful Resources

To contact a Deaf person by phone,
For TTY: use the NY State Relay: 711 or 800-421-1220 or
For VideoPhone (VP):
1-866-327-8877
then provide the relay operator with the Deaf persons phone number.



OUR SERVICES



OSLIS's staff of *Deaf and hearing Nationally Certified Sign Language Interpreters* provide more than 1000 hours per month of interpreting services to the DOE. OSLIS provides services for a wide range of events including, but not limited to:

- ◆ IEP meetings, CSE reviews
- ◆ Open school day/evenings
- ◆ Staff development
- ◆ School plays, graduations, award ceremonies
- ◆ Evaluations
- ◆ PTA meetings
- ◆ Impartial hearings
- ◆ Chancellor meetings

>**OSLIS** coordinates *educational interpreters* for the hundreds of Deaf and hard of hearing students who use educational interpreters in the classroom.

>**OSLIS** operates the NYC Center for the Preparation of Educational Interpreters under a grant from NYSED and administered by NTID/Monroe boces .

>**OSLIS** provides *pre-screening, mentoring and workshops* to educational interpreters working in the school system

>**OSLIS** maintains an interpreter lab/library where interpreters upgrade their skills.

>**OSLIS** provides advocacy, resource information and sign language observations/assessments to Deaf children and hearing children of Deaf adults (CODA's).

For more information on our programs or how to request an interpreter, contact us at:

(212) 689-4020 Voice/TTY
(212) 689-3988 Fax
Email: BPrevor@schools.nyc.gov

<http://schools.nyc.gov/Offices/District75/Departments/RelatedServices/Interpreting/default.htm>

RID's Code of Ethics

The Registry of Interpreters for the Deaf, Inc. our professional organization, has set forth the following principles of ethical behavior to protect and guide interpreters and transliterators and hearing and deaf consumers. Underlying these principles is the desire to ensure for all the right to communicate.

This Code of Ethics applies to all members of the Registry of Interpreters for the Deaf, Inc. and to all certified non-members.

Interpreters/translitterators shall keep all assignment-related information strictly confidential.

Interpreters/translitterators shall render the message faithfully, always conveying the content and spirit of the speaker using language most readily understood by the person(s) whom they serve.

Interpreters/translitterators shall not counsel, advise or interject personal opinions.

Interpreters/translitterators shall accept assignments using discretion with regard to skill, setting, and the consumers involved.

Interpreters/translitterators shall function in a manner appropriate to the situation.

Interpreters/translitterators shall strive to further knowledge and skills through participation in work-shops, professional meetings, interaction with professional colleagues, and reading of current literature in the field.

Interpreters/translitterators, by virtue of membership or certification by the RID, Inc., shall strive to maintain high professional standards in compliance with the Code of Ethics.

Some tips for working with Interpreters and Deaf Consumers:

Meet with the interpreter before hand

Clarify unique vocabulary, technical terms, acronyms, jargon, seating arrangements, lighting and other needs. Provide interpreter with any written materials ahead of time.

Reserve seats for the deaf or hard of hearing participants

Provide a clear view of the speaker and interpreter.

Interpreter should be in the consumer's sight line

In small group discussions, consider using a circle or semi-circle seating arrangement instead of a theater style arrangement.

Be aware of lighting

Provide good lighting so the interpreter can be seen.

Talk directly to the deaf or hard of hearing person

Maintain eye contact with the deaf or hard of hearing person. Avoid directing comments to the interpreter (i.e. "Tell him..." or "Ask her..."), respond directly to the deaf or hard of hearing person.

Speak naturally

Speak at your normal pace. Interpreters will ask you to slow down or repeat if necessary.

Avoid private conversations - everything will be interpreted

Whatever the interpreter hears will be interpreted. Do not ask the interpreter to censor any portion of the conversation.

One person should speak at a time

An interpreter can only accommodate one speaker at a time. Encourage the group to follow this rule.

Avoid asking the interpreter for opinions or comments regarding the content of the meeting

Interpreters follow a code of ethics which requires impartiality and confidentiality with all assignment related information.

Provide a short break every hour

Interpreting is mentally and physically taxing. Do not ask the interpreter to interpret during these breaks.

Office of Sign Language
Interpreting Services
400 1st Avenue, Room 720
New York, NY 10010



D75 CityWide Services
Gary Hecht, Superintendent

Office of Sign Language Interpreting Services

(OSLIS)

Beth Prevor, Director



400 1st Avenue
Room 720

New York, NY 10010

(212) 689-4020 Voice/TTY

(212) 689-3988 Fax

Email: BPrevor@Schools.nyc.gov