



Language Access Plan

Purpose

The purpose of this plan is to document the procedures planned or in place at the Minnesota Department of Education (MDE) to ensure meaningful access to agency services and information to Multilingual English speakers (EL) in a language and format they can use and understand.

Authorities

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000 et seq.; Title VI, 42 U.S.C. § 2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

U.S. Equal Educational Opportunity Act (EEOA); Federal law requires states and school districts to provide an equal educational opportunity to students learning English. States and districts must take “appropriate action” to “overcome language barriers.”

Minnesota Learning for English Academic Proficiency (LEAPS) Act of 2014, Chapter 272, H.F No. 2397, Article 1. The law has three principal goals for all EL students: 1) academic English proficiency; 2) grade-level content knowledge; and, 3) multilingual skills development.

Language Identification Procedures

Determine parent/guardian language needs through the following procedures:

- **Enrollment Survey:** Upon registration, parents/guardians will identify their preferred language and method of communication.
 - Enrollment staff are trained in procedures for accessing qualified interpreters to help parents complete enrollment paperwork.
- **Student information System:** The preferred language and method of communication of parents/guardians will be visible to all staff in the SIS.
- **Preferred Language Lists:** School secretaries will distribute preferred language lists to classroom teachers upon request.
- **Teacher Communication:** Teachers are encouraged to inquire about communication preferences in their own communication with families.

Methods of Providing Services to Multilingual Speakers

- MDE Department website provides information to Multilingual speakers on where to quickly get help in a language and format they can use and understand.
- Detroit Lakes Public Schools website embedded translation option
- Qualified EL instructors to assist in order to determine need and resources.
- Interpreter services are available through the Language Line which can be accessed by working with individual schools.
- Translation of Documents services are available through the Language Line which can be accessed by working with individual schools.

Dissemination of Information to Appropriate Staff

Detroit Lakes Public Schools provides language access training opportunities to appropriate staff, which includes at the least:

- Title VI of the Civil Rights Act of 1964.
- How to access Language Line
- Cultural issues related to delivery of information, resources, and instruction to Multilingual Learners through teacher relicensure requirements and professional development opportunities.

Annual Review of Language Access Plan

This plan will be reviewed annually. This Language Access Plan is available on the Detroit Lakes Public Schools' website.

Language Access Plan Team Members

- Christina Bergeron
- Meredith Gulseth
- Jill Perkins
- Renee Kerzman
- Office administration and staff in each building
- Karen Nudell