



Dassel-Cokato Language Access Plan

Communication with families in a language they can understand provides a foundation for students' academic success and creates a welcoming school community. Dassel-Cokato Schools is committed to communicating meaningfully with all families we serve to provide any and all school-related information and foster mutually beneficial, collaborative partnerships. This Language Access Plan is intended to mitigate language barriers so that families can make informed decisions in their children's education.

Language Access Rights

If you are a parent or guardian of a student in public schools and your dominant language is not English, you have the following rights established by federal law:

- School districts must have a process for identifying your language needs.
- Schools must provide information in a language you understand.
- School districts must provide effective language assistance to you, such as by offering translated materials or a language interpreter.
- Schools must provide you with language assistance even if your child is proficient in English or you have some English proficiency.
- Schools must provide translation or interpretation from appropriate and competent individuals and may not rely on or ask students, siblings, friends, or untrained school staff to translate or interpret for you.
- Language assistance must be free to you.

[!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\) Fact Sheet: Information for Limited English Proficient \(LEP\) Parents and Guardians and for Schools and School Districts that Communicate with Them](#)

Language Identification Procedures

Dassel-Cokato will determine parent/guardian language needs through the following procedures:

1. **Enrollment Survey:** Upon registration, parents/guardians will identify their preferred language and method of communication. This survey is translated into the following language(s), common in our community:
 - Spanish
 - RussianEnrollment staff have information for accessing qualified interpreters to help parents complete enrollment paperwork if needed.
2. **Student Information System:** The preferred language and method of communication of parents/guardians will be visible to all staff in **Infinite Campus**.



3. **Preferred Language Lists:** Students and families that have requested interpreting services will be noted in Infinite Campus with an icon in the flags area. This will list the preferred language.
4. **Teacher Communication:** Teachers are encouraged to inquire about communication preferences in their own communication with families.

Tools and Resources to Provide Language Access

See the [Appendix](#) for a list of language access resources.

School staff will use the following resources aimed at removing language barriers for families in our school community:

Resource	Description/Procedures	When to Use
TransAct ParentNotices	TransACT provides written forms or notices required by ESSA, translated into: Spanish, Arabic, Hmong, Russian, Somali, Vietnamese, and Karen All Minnesota districts and charter schools can utilize the TransACT website with free access. Individuals within the district can activate their free account at: https://minnesota-doe.parentnotices.com	• Required ESSA parent notifications • Signs • Attendance • Field Trip Notices • Detention • Conference Notices
Professional Document Translation	Translated copies of district documents are available here in the following languages: • Spanish • Russian To request document translation, contact English Language Development staff. MDE Translated Documents Interpreters Available Card Language Identification Chart	• Formal documents requiring signature from parents • Frequently circulated documents such as: registration and enrollment forms, student code of content, report cards, etc.



Resource	Description/Procedures	When to Use
Professional Interpreter Working with Language Interpreters: Information for Teachers	The English Language Development staff members maintain a list of qualified interpreters that can be contracted to provide language assistance.	• District-wide initiatives or meetings • Parent/teacher conferences • MTSS/Child Study/IEP Meetings
Communication Platform(s)	Dassel-Cokato School District requires the use of Infinite Campus for classroom communication.	• Notification of upcoming events • Newsletters • Reminder texts to parents

Dissemination

This plan will be published on the Dassel-Cokato ISD 466 [website](#).

Our school district will take a multi-stakeholder approach to communicating with families about their language access rights and the resources available to them.

- **The District Enrollment Specialist** is responsible for providing all families with a copy of this Language Access Plan as part of the enrollment process. If you would like a copy of this, or have questions, please reach out to Sara Sebring at sara.sebring[@]dc.k12.mn.us or 320-286-4100 ext. 1885.
- **School principals** will direct families to the Language Access Plan on the school website. Principals are also responsible for sending communications in families' preferred language, according to the preferred language list maintained by **Infinite Campus**.
- **English Language Development staff** will share language access information at all informational meetings held for families of multilingual students.

Training on the Language Access Plan is provided to all teachers at New Teacher Orientation, and is reviewed with staff annually by building principals and EL Coordinator in August during regularly scheduled professional development or staff meetings.

To request additional training or review procedures for effectively working with interpreters, staff should contact the district contract listed below, their school administrator, EL Coordinator or building ELD teacher.



Continuous Improvement

This policy will be reviewed annually by the English Language Development staff to ensure its effectiveness and alignment with evolving needs and best practices.

- District Administrators and EL Coordinator will review the Language Access Plan on a yearly basis

District Contact

For questions regarding language needs of specific students or families, contact your school's English Language Development staff or

Deborah.Geddes@dc.k12.mn.us or Alisa.Johnson@dc.k12.mn.us are available to answer questions regarding language access.



Appendix: Language Access Resources

Please note that the inclusion of resources in this non-exhaustive list does not constitute an endorsement by Project MOMENTUM/Southeast Service Cooperative. These resources are provided for informational purposes only, and schools or districts are encouraged to conduct their own research and evaluation to determine the appropriateness and suitability of each resource for their specific needs and context.

Professional Document Translation Resources (Minnesota)

- [MDE Translated Documents](#)
- [Minnesota Translations](#)
- [JR Language Translation Services, Inc](#)
- [The Bridge World Language Center](#)
- [Global Translation and Interpreter, LLC](#)
- [University Language Center](#)
- [Parent Resource Center](#)

Professional Interpreter Resources (Minnesota)

- [Minnesota Department of Health Interpreter Search](#)
- [Interpreters in Minnesota](#)
- [University Language Center](#)
- [Parent Resource Center](#)

Interpreter Training Resources

- [Staff Development and Resources for Spoken Language Interpreters and Cultural Liaisons](#)
- [National Accreditation of Educational Translators and Interpreters of Spoken Languages](#)
- [American Translators Association](#)
- [How to Work Effectively with Interpreters](#)

Telephone Interpretation Services

- [LanguageLine Solutions](#)
- [Propio](#)
- [Dialog One](#)
- [Lexikeet Language Services](#)
- [Multilingual Solutions](#)
- [Language Scientific](#)

