Language Access Plan

2025-2026

More than 60 different languages are spoken by Spring Lake Park Schools families. We are committed to communicating well with all of the families we serve. We want each family to have the school-related information they need. We want to build a partnership with families to support student success. This Language Access Plan describes the ways we work to reduce language barriers to ensure all families can be informed participants in their students' education.

Language Access Rights

Parent and guardians of students in a public school have rights. If your primary language is not English, you have the following rights under state and federal law:

- Schools must have a way to identify the language you prefer.
- Schools must provide information in a language you understand.
- Schools must provide language assistance to you. This can include translated materials or a language interpreter.
- Schools must provide you with language assistance even if your child understands English or you understand some English.
- Schools must provide translation or interpretation from trained individuals with skills in these areas. Schools 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.

Identifying Language

This is how we determine family language needs.

1. **Student Enrollment**: As parents and guardian enroll in our schools, families identify their preferred language and ways of communicating. The enrollment form is translated into the following languages:
    - Spanish
    - Arabic
    - Ukrainian
    - Russian
    - Hmong

    A bilingual enrollment specialist supports families in the enrollment process. Enrollment staff know how to access trained interpreters to help parents and guardians complete enrollment paperwork if needed.

2. **Student Information System**: Each parent and guardian's preferred language and way of communicating is noted and all staff can see it in our student information system, Infinite Campus.

3. **Teacher Communication:** Teachers ask families about their communication preferences when they communicate with them.

4. **Communication with Office Staff:** The main office for each building has cards and posters that allow families to indicate their preferred language. This helps office staff to arrange any language services.

Tools and Resources to Support Language Access

We use the following resources to provide information to families in their preferred language.

Resource	How It Is Used
ParentNotices	ParentNotices is a tool that provides translated forms and notices required by the Every Student Succeeds Act (ESSA). Other documents, such as health notices and special education forms, are also available for staff to use. Documents are translated into Spanish, Arabic, Hmong, Russian, Somali, Vietnamese, and Karen.
Professional Document Translation	Translated copies of key documents are available in the following languages: • Spanish • Arabic • Somali • Vietnamese • Hmong Staff and families can request document translation. Requests can be made to the building's Administrative Assistant or the Districtwide English Learner Specialist.
Professional Interpreters	We hire trained interpreters to provide language assistance. A list of interpreters is maintained by the Districtwide English Learner Specialist and each building's Administrative Assistant. Each building's Administrative Assistant works directly with University Language Services to schedule interpreters for in-person events. Events include conferences and communication nights. Interpreting services are provided free of charge to families.
Multilingual Staff	Multilingual staff may be asked to provide language assistance if they are qualified. They must know the target language. They must have knowledge of special terms or concepts needed for the task in both languages. They must also be trained as an interpreter or translator.
Telephone Interpretation Services	Spring Lake Park Schools works with LanguageLine Solutions for interpretation services. This is an on-demand telephone interpretation service that offers access to interpreters in 240 languages.
Other Communication Tools	School and classroom communication tools often have the ability to send messages in multiple languages. Staff use a tool called TalkingPoints to text message families in their preferred language. The tool translates in real time. We send automated and translated phone calls using a tool called Blackboard to families that speak Spanish. We send these messages when school is closed or there is another urgent situation. School newsletters are shared with families using a tool called Smore. Smore allows for the newsletter to be translated into many of the languages in our district. The Spring Lake Park Schools website can also be translated into 17 different languages.

Language Access Communication

This plan is shared in a variety of ways.

1. It is published on Spring Lake Park Schools' website under Services and Immersion and Multilingual Learning.
2. It is included as part of the Spring Lake Park Schools English Learner Framework.
3. Classroom teachers review this plan before school begins each year.
4. The plan is included in the School Handbook.
5. Counselors for Personalized Learning and front office staff share this plan with families as part of the enrollment meeting.

Continuous Improvement

This plan is reviewed annually by the Lead English Learner Specialist to make sure it is working for families as needs change. The plan also is reviewed to make sure it includes best practices. The plan is reviewed by the Spring Lake Park Schools Board every two years to make sure it supports the school district's goals.

Contacts

For questions about language access, contact *communications@district16.org or* call 763-600-5000.

For questions regarding language needs of specific students or families, contact your school's main office or Multilingual Language Learner teacher.