



MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE

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. Meeker and Wright Special Education Cooperative #0938 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.

[!\[\]\(003082e50e3009141f59bd5df831749f_img.jpg\) Fact Sheet: Information for Limited English Proficient \(LEP\) Parents and Guardians and for Schools and School Districts that Communicate with Them](#)

This Language Access Plan follows Minnesota Statute § 123B.32 and Title VI of the Civil Rights Act of 1964, which require school districts to provide processes and procedures that effectively assist students and adults who communicate in a language other than English. This plan provides information about the language access tools, processes, and resources available for students, families, and staff in Edina Public Schools.

Language Identification Procedures

Meeker and Wright Special Education Cooperative #0938 will determine parent/guardian language needs through the following procedures:



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- 1. 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 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:** Program Administrative Assistants will distribute preferred language lists to classroom teachers upon request.
- 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
Professional Interpreter Working with Language Interpreters: Information for Teachers	<p>The district office maintains a list of qualified interpreters that can be contracted to provide language assistance. Fees for this service are paid by the cooperative.</p> <p>Families or Staff can request interpreter services by contacting their MAWSECO Program administrative assistant at least two weeks in advance of the date the interpreter is needed.</p>	<ul style="list-style-type: none"> • District-wide initiatives or meetings • Parent/teacher conferences • MTSS/Child Study/IEP Meetings
Communication Platform(s)	<p>School or classroom communication platforms often have capabilities to send messages in multiple languages. Meeker and Wright Special Education Cooperative #0938 uses Infinite Campus to send text messages to families for emergency communication of school closures and delays.</p>	<ul style="list-style-type: none"> • Notification of school closures and delays



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Dissemination

This plan will be published on the Meeker and Wright Special Education Cooperative #0938 website.

The Meeker and Wright Special Education Cooperative will take a multi-stakeholder approach to communicating with families about their language access rights and the resources available to them.

- **Families** - Language services are offered to families who indicate a preferred language other than English.
- **Administrative Assistants** are responsible for providing all families with a copy of this Language Access Plan as part of the enrollment process.
- **Program Administrators** will link the Language Access Plan in school-wide communications including in the Student Handbook. Program Administrators are also responsible for sending communications in families' preferred language, according to the preferred language list maintained by **administrative assistants**.
- **Classroom teachers** are responsible for sending communications in families' preferred language, according to the preferred language list maintained by **administrative assistants**.

Training on the Language Access Plan is provided to all program teachers annually by Program Administrators 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 their program administrator.

Continuous Improvement

This policy will be reviewed annually by the Director of Educational Programs to ensure its effectiveness and alignment with evolving needs and best practices.

District Contact

The Director of Educational Programs is available to answer questions regarding language access.

Contact Information:

Colleen Carlson's Email: ccarlson@mawseco.k12.mn.us

For questions regarding language needs of specific students or families, contact your student's Program Administrator.



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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

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