



Maple Lake Public Schools
Independent School District No. 881
200 HWY 55 E, Maple Lake, MN 55358
High School: 320-963-3171 Fax: 320-963-3170
Elementary: 320-963-3024 Fax: 320-963-6584
www.maplelake.k12.mn.us

Mike Rowe
Superintendent
Dave Hansen
High School Principal
Anna Reedy
Elementary Principal
Tana Fobbe
Community Education
Dan Krause
Activities Director

Language Access Plan

Purpose

Communication with families in a language they can understand builds trust, supports student achievement, and creates a welcoming school community. Maple Lake Public Schools is committed to meaningful two-way communication with all families and to removing language barriers so families can make informed decisions about their children's education.

Language Access Rights

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

- Maple Lake Public Schools must have a process for identifying your language needs.
- Schools must provide information in a language you understand.
- The district must provide effective language assistance (e.g., translated materials and/or an interpreter).
- Language assistance must be provided even if your child is proficient in English or you have some English proficiency.
- The district may **not** rely on or ask students, siblings, friends, or untrained staff to interpret or translate.
- Language assistance must be **free**.

This plan aligns with **Minnesota Statute § 123B.32** and **Title VI of the Civil Rights Act of 1964**, requiring districts to provide processes and procedures that effectively assist students and adults who communicate in a language other than English.

Language Identification Procedures

Maple Lake Public Schools will determine parent/guardian language needs through the following procedures:

1. **Enrollment/Home Language Survey**
 - o During registration, families indicate **preferred language** and **preferred method of communication**.
 - o Enrollment staff will use qualified interpreter support when necessary so families can complete enrollment paperwork accurately.
2. **Student Information System**
 - o Parent/guardian preferred language and communication preferences are recorded in the district's student information system (e.g., **JMC** when applicable) and visible to staff who communicate with families.

3. Preferred Language Lists

- o Building office staff maintain **preferred language lists** and provide them to teachers and relevant staff as needed for accurate communication.

4. Ongoing Verification

- o Staff are encouraged to confirm communication preferences during conferences, welcome calls, and other points of contact—especially if a family’s needs change.

Tools and Resources to Provide Language Access

1) Professional Interpreters (Spoken Language)

Description/Procedures

- Maple Lake Public Schools maintains access to qualified interpreters through contracted vendors and/or cooperative resources.
- Interpreter services may be requested by staff or families.

When to Use

- Parent/teacher conferences
- Child Study / MTSS team meetings
- 504 meetings
- IEP meetings and evaluations
- Discipline meetings
- Enrollment/registration support
- Any situation where important educational information is discussed

How to Request

- Staff request interpreter services through the building office or designated district contact **as early as possible** (recommended: at least **two weeks** in advance for scheduled meetings when feasible).

2) Written Translation (Documents, Forms, Notices)

Description/Procedures

- The district will provide translated written materials when needed for meaningful access.
- Priority documents may include: enrollment materials, handbooks, discipline notices, special education procedural safeguards, health and emergency information, and other high-impact communications.

When to Use

- Districtwide communications
 - Notices requiring signatures or action
 - Special education evaluation/IEP documents when required
 - Emergency communications when time allows (or follow-up translation as soon as practicable)
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3) Communication Platforms

Description/Procedures

- Maple Lake Public Schools uses district communication tools (email/text/phone messaging and school communication platforms) to share information with families.
- When possible, messages should be delivered in the family's preferred language using approved translation supports and/or interpreter follow-up for clarification.

When to Use

- School closures/delays
- Community/district announcements
- School newsletters and event communications
- Time-sensitive updates

Dissemination (How Families and Staff Learn About This Plan)

1. **Public Posting**
 - o This Language Access Plan will be posted on the **Maple Lake Public Schools website** and made available upon request.
2. **Enrollment**
 - o Families will receive information about language access services and how to request them as part of the enrollment process.
3. **School Handbooks & Annual Communications**
 - o The plan (or a summary with access instructions) will be referenced in building handbooks and/or annual back-to-school communications.
4. **Staff Awareness**
 - o Staff will be reminded annually of:
 - how to identify language needs,
 - how to request interpreter/translation services,
 - and the prohibition on using students/siblings as interpreters.

Training

- **Annual training** on language access procedures will be provided to staff (recommended at the start of the school year).
 - Training may include:
 - o when and how to request an interpreter,
 - o confidentiality expectations,
 - o best practices for working with interpreters,
 - o and translating written communication appropriately.
 - Staff may request additional support through their building administrator or the district's designated language access contact.
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Continuous Improvement

This plan will be reviewed **annually** by district administration to ensure effectiveness, compliance, and alignment with district needs and best practices. Review may include:

- feedback from families and staff,
 - analysis of interpreter/translation requests,
 - and updates to vendor lists and internal procedures.
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District Contact

For questions regarding language access services, families and staff may contact the district's designated Language Access Coordinator:

- **Name/Title:** *Mike Rowe, Superintendent*
- **Phone:** 320-963-3114
- **Email:** rowem@maplelake.k12.mn.us

For questions about an individual student's needs, families may contact the **building office** or **building administrator**.

Appendix: Language Access Resources (Minnesota)

Professional Document Translation Resources (MN)

- [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 (MN)

- [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/On-Demand Interpretation (Examples)

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