



# Language Access Plan

## Howard Lake-Waverly-Winsted Public Schools

Communication with families in a language they can understand provides a foundation for students' academic success and creates a welcoming school community. Howard Lake-Waverly-Winsted 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 primary 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, such as translated materials or a qualified interpreter.
- Schools must provide language assistance even if your child is proficient in English or you have some English proficiency.
- Schools must provide translation or interpretation from qualified individuals and may not rely on students, siblings, friends, or untrained staff to interpret for you.
- Language assistance must be provided at no cost to you.

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

### Language Identification Procedures

HLWW staff will determine parent/guardian language needs through the following procedures:

#### 1. Enrollment Survey

Upon registration, parents/guardians identify their preferred language and method of communication.

- The survey is translated into languages commonly used in our community, including Spanish.
- Enrollment staff may contact EL Coordinator Stephany Jallo to assist families with completing enrollment paperwork, if needed.



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## 2. Student Information System

Parent/guardian preferred language and communication preferences are recorded in Synergy and are accessible to staff.

## 3. Teacher Communication

Teachers are encouraged to ask families about communication preferences during regular communication. Teachers may also contact EL Coordinator Stephany Jallo for assistance when needed.

## Tools and Resources to Provide Language Access

School staff will use the following resources to reduce language barriers for families in our school community:

Resource	Description / Procedures	When to Use
TransAct ParentNotices	TransACT provides written forms and required ESSA notices translated into multiple languages, including Spanish, Arabic, Hmong, Russian, Somali, Vietnamese, and Karen. All Minnesota districts and charter schools have access through a free account. Staff can activate an account at: <a href="https://minnesota-doe.parentnotices.com">https://minnesota-doe.parentnotices.com</a>	Required ESSA parent notifications and other translated district communications

## Dissemination

This Language Access Plan will be published on the Howard Lake–Waverly–Winsted School District website.

The district will use a multi-stakeholder approach to ensure families are informed of their language access rights and available resources.

- The District Enrollment Specialist is responsible for providing all families with a copy of this Language Access Plan during the enrollment process. Families may request additional copies or ask questions by contacting the Enrollment Office.



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- School principals will direct families to the Language Access Plan on the district website. Principals are also responsible for ensuring communications are sent in families' preferred languages, using the preferred language list maintained by Stephany Jallo.
- English Language Development staff will share language access information at informational meetings for families of multilingual learners.

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

To request additional training or guidance on working with interpreters, staff should contact their building administrator or the EL Coordinator/EL teacher.

## **Continuous Improvement**

This plan will be reviewed annually by building principals, the Superintendent, and the EL Coordinator to ensure it remains effective and aligned with evolving district needs and best practices.

## **District Contact**

For questions, support, or assistance related to language access services, please contact:

### **Stephany Jallo**

EL Coordinator / Teacher [sjallo@hlww.k12.mn.us](mailto:sjallo@hlww.k12.mn.us) 320-543-2102

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## **How Families Request an Interpreter**

Families may request interpretation or translation support at any time by contacting:

- The school office
- A classroom teacher
- The EL Coordinator (Stephany Jallo) [sjallo@hlww.k12.mn.us](mailto:sjallo@hlww.k12.mn.us) 320-543-2102



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Interpreter services will be provided as soon as possible and at no cost to families. Services currently used by the district:

- [Talking Points](#)
- [Boostlingo](#)

## **Emergency Communication Language Access**

The district will make every effort to provide critical information in families' preferred languages. This includes:

- School closures or delays
- Safety or emergency alerts
- Health-related notices
- Other urgent school communications

## **Accessibility of Meetings and Events**

Interpretation services will be provided upon request for:

- Parent-teacher conferences
- Individualized Education Program (IEP) meetings, when applicable
- Family engagement events
- Other school meetings as needed

Families are encouraged to request interpretation services in advance when possible.

## **Staff Responsibility Statement**

All district staff are responsible for ensuring families are not asked to provide their own interpretation or translation services.

## **Grievance or Complaint Process**

How families can report concerns if language access services are not provided or are inadequate.

## **Stephany Jallo**

EL Coordinator / Teacher [sjallo@hlww.k12.mn.us](mailto:sjallo@hlww.k12.mn.us) 320-543-2102

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## **Equity / Non-Discrimination Statement**

The district does not discriminate on the basis of national origin, which includes language status, in accordance with federal civil rights laws.