

Language Access Plan

Kasson-Mantorville Public Schools

Purpose

Communication with families in a language they can understand provides a foundation for students' academic success and creates a welcoming school community. Kasson-Mantorville Schools is committed to communicating meaningfully with all families we serve to provide any and all school-related information and foster a collaborative partnership. This Language Access Plan (LAP) is intended to mitigate language barriers so that families in our district can make informed decisions in their children's education.

Authority

This Language Access Plan is aligned with Minn. Stat. & 123B.32 and Title VI of the Civil Rights Act of 1964, which requires school districts to provide and use processes and procedures that effectively assist students and adults who communicate in a language other than English. This plan includes information about the tools, processes, and resources available to students, families, and staff in district 204.

Timeline

- **February 2026:** Presented for feedback at District Advisory Committee Meeting
- **March 2026:** Presented to School Board for adoption
- **Spring 2026:** Distribution to all staff and publication on the district website
- **Annually (each August):** The Director of Teaching & Learning & EL Coordinator review operational procedures before the start of the year
- **Every two years:** Formal review and revision by the EL Coordinator, Director of Teaching & Learning, and Director of Special Education, with updates presented to the District Advisory Committee & School Board
- **Ongoing:** New technologies, interpretation options, and communication tools are evaluated for inclusion in the plan

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.

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

Definitions

- **Multilingual Program** is a program that provides academic English language support to multilingual learners.
- **Multilingual Learner (MLL)** is a student whose primary language is not English and is developing proficiency in multiple languages including English.
- **Preferred Language** is the language in which parents or guardians request services, resources, and communications from school and the district.
- **Interpretation** is rendering a spoken or signed communication from one language to another.
- **Translation** converting written text from one language into written text in another while maintaining its original intended meaning.
- **Trained Interpreters** are trained professionals who follow code of ethics and standards to facilitate communication between individuals who do not share a common language.

Language Identification Procedures

Kasson Mantorville Public Schools 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 verbally translated into the following language(s), common in our community:
 - a. English
 - b. Spanish

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 with a language interpreter flag.
3. **Preferred Language Lists:** The EL teacher will distribute preferred language information to classroom teachers.
4. **Teacher Communication:** Teachers are encouraged to inquire about communication preferences in their own communication with families. An email to staff in the fall will encourage staff to connect with families about preferred language and method of communication.

Procedures & Resources to Provide Language Access

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

Parent Notices

Kasson-Mantorville Schools utilize the Minnesota Department of Education ParentNotices website to provide all required ESSA parent notifications. These notices are available in multiple languages, including Spanish, Arabic, Hmong, Russian, Somali, Vietnamese, and Karen. All Minnesota school districts may access this resource. Staff can visit the ParentNotices website to obtain translated forms and notices. If accessing the site presents challenges, staff should contact the EL Coordinator, Sara Winkels, for assistance.

Professional Document Translation

Translated copies of select district documents are available on the school website in English and Spanish. For basic translation needs of documents two pages or fewer,

staff may use ReachMyTeach. When more formal translation services are required, staff must submit a Translation/Interpretation Request Form two weeks in advance of the date the translation is needed. This process applies especially to documents that require a parent signature or are frequently distributed, such as registration and enrollment forms, student handbooks, report cards, newsletters, and district reports. Translation needs for languages other than Spanish are arranged through outside vendors. Additional requests or questions may be directed to Sara Winkels.

Professional Interpreter Services

The EL Coordinator, Sara Winkels, maintains a list of qualified interpreters who can provide language assistance to families. Staff requesting interpretation services must complete the Translation/Interpretation Request Form at least two days prior to the event or meeting. Interpretation services for languages other than Spanish are coordinated through outside vendors. Interpreter services are available for a wide range of school-related activities, including district-wide meetings, parent-teacher conferences, IEP meetings, behavioral or counseling meetings, special education assessments, family engagement events, and phone calls home.

Multilingual Staff Support

Multilingual staff members may provide language assistance when they are proficient in both languages, understand specialized terminology related to the task, and are trained in the role of an interpreter or translator. Students, siblings, friends, and untrained staff members are not considered qualified translators or interpreters, even if they are bilingual. Due to the prevalence of Spanish within the district, bilingual Spanish-speaking staff are available at each school building to support families with communication, form completion, and conferences when appropriate.

Interpreter Training

The district provides annual interpreter training aligned with the Code of Ethics and Standards of Practice for Educational Interpreters of Spoken Languages. This training includes instruction on confidentiality, special education terminology, real-world practice scenarios, and an assessment to ensure understanding.

Communication Platforms

Kasson-Mantorville Schools encourage the use of school and classroom communication platforms that offer multilingual capabilities. Tools such as ReachMyTeach, Finalsité, and S'more support communication with families by translating messages into multiple languages. These platforms are commonly used for school notifications, newsletters, reminder texts, and ongoing communication between teachers and families.

Emergency Communication

In the event of an emergency, initial communication will go out through the district's mass-communication channels. Finalsité does offer translation for families. As soon as possible after the initial communication, a member of the Language Department will send a follow-up message to families using ReachMyTeach, ensuring that those who need translation are receiving the message and have open pathways to communicate back with the school.

Dissemination

This plan will be published on the school district website

<https://www.komets.k12.mn.us/>

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

- **Enrollment secretaries** are responsible for providing all families with a copy of this Language Access Plan as part of the enrollment process.
- **The Communication Director** will include the link to the Language Access Plan within the annual KoMet Report.
- **School principals** are responsible for sending communications in families' preferred language, according to the preferred language list maintained by **school secretaries**.
- **Classroom teachers** are responsible for sending communications in families' preferred language, according to the preferred language list maintained by **school secretaries**.
- **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 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 or their school administrator.

Continuous Improvement

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

Beth Giese – Superintendent

Jessica Marquardt – Director of Teaching & Learning

Nicole Kujath – Director of Special Education

Eric Schofield – Elementary Principal

Josh Larson – Middle School Principal

Trent Langemo – High School Principal

Sara Winkels – EL Teacher

Requests to appeal the accommodations of the access plan if needs are not met can be made to the above group of individuals. Complaints will be logged, investigated, and responded to within two weeks of initial receipt.

District Contact

Sara Winkels is available to answer questions regarding language access plan.

Sara's email address: s.winkels@komets.k12.mn.us

(507) 634-1542

For questions regarding language needs of specific students or families, contact your schools EL teacher, Sara Winkels.

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](#)
- [Lexiquest Language Services](#)
- [Multilingual Solutions](#)
- [Language Scientific](#)

Communication Platforms with Multiple Languages

- [ReachMyTeach](#)
- [Bloomz](#)
- [Class Dojo](#)
- [Remind](#)
- [Talking Points](#)
- [Smore](#)