

Language Access Plan

More than 65 languages are spoken by families attending Centennial Schools. Communication with families in a language they can understand provides a foundation for students' academic success and creates a welcoming school community. Centennial ISD 12 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 and comply with Minnesota Statute 123B.32.

Language Access Rights

A parent or guardian of a student in public schools with a dominant language that is not English has the following rights established by federal law:

- School districts must have a process for identifying their language needs.
- Schools must provide information in a language they understand.
- School districts must provide effective language assistance, such as by offering translated materials or a language interpreter.
- Schools must provide language assistance even if a child is proficient in English or the parent/guardian has 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.
- Language assistance must be free.

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

Language Identification Procedures

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

1. **Interpretation.** Those needing an interpreter will send an email to **registration@isd12.org** or call 763.792.6026 and leave a message. Calls will be returned within 48 hours, Monday - Friday.

2. **Enrollment Survey:** Upon registration, parents/guardians will identify their preferred language and method of communication. This survey is translated into the 3 languages most common in our community:

- a. Spanish
- b. Hmong
- c. Somali

Enrollment staff are trained in procedures for accessing qualified interpreters to help parents complete enrollment paperwork if needed.

3. **Student Information System:** The preferred language and method of communication of parents/guardians will be visible to all staff in Infinite Campus.
4. **Teacher Communication:** Teachers are encouraged to inquire about communication preferences in their own communication with families. Schoology and Seesaw provide capabilities in some languages for families to choose translation in their preferred language.

Tools and Resources to Provide Language Access

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

Resource	Description/Procedures	When to Use
Multilingual Staff *Note: Students, siblings, friends, and untrained staff members are not considered qualified translators or interpreters, even if they are bilingual.	Multilingual staff may be asked to provide language assistance if they are proficient in the target language, have knowledge of specialized terms or concepts needed for the task in both languages, and are trained in the role of an interpreter or translator*. Contact a Student and Family Advocate for assistance with Spanish, Hmong or Somali.	● Conferences and other family engagement events ● Phone calls home ● IEP meetings ● Parent meetings ● Early Childhood screenings
Professional Document Translation	Translated copies of district documents are available in the following languages: ● Spanish ● Hmong ● Somali	● Formal documents requiring signature from parents ● Frequently circulated documents such as:

Resource	Description/Procedures	When to Use
	Common forms like field trip permission slips, IEP notification letters, immunization records and vision screenings are available through <u>Parent Notices</u> in over 20 of the commonly spoken languages in the United States. To request document translation, contact a Student and Family Advocate or the EL Coordinator.	registration and enrollment forms, student code of content, report cards, etc.
Professional Interpreter  <u>Working with Language Interpreters: Information for Teachers</u>	The EL Coordinator maintains a list of qualified interpreters that can be contracted to provide language assistance. <u>GBR Interpreting and Translation Services</u> is available for languages not spoken by Centennial staff.	• District-wide initiatives or meetings • Parent/teacher conferences • IEP Meetings • SpEd Evaluations • Early Childhood Screenings
Telephone Interpretation Services	Centennial has contracted with LanguageLine Solutions, an on-demand telephone interpretation service that offers access to interpreters in 240 languages. <u>Language Line Solutions directions</u>	• Phone calls home • Parent/teacher conferences
Communication Platform(s)	School or classroom communication platforms often have capabilities to send messages in multiple languages. Centennial encourages the use of Seesaw or Schoology for classroom communication and Smore for school newsletters. All of these platforms enable on-demand translation by users.	• Notification of upcoming events • Newsletters • Reminder messages to parents

Dissemination

This plan will be published on the Centennial ISD 12 website at www.isd12.org/academics/english-learners and available in all school handbooks.

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, their school administrator, or building EL teacher.

Continuous Improvement

This plan will be reviewed regularly by the EL team and the Student and Family Advocates to ensure its effectiveness and alignment with evolving needs and best practices. The Centennial ISD 12 School Board will review this Language Access Plan every two years.

District Contact

The EL Coordinator is available to answer questions regarding language access.

For questions regarding the language needs of specific students or families, contact your school's EL teacher.