
Delano 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. Delano Public 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 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](#)

Language Identification Procedures

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

1. **Enrollment Survey:** Upon registration, parents/guardians will identify the language(s) spoken in the home through the Minnesota Language Survey. Enrollment staff will contact the parents/guardians to determine the preferred language for district communications. This survey will be translated into Spanish (most common in our community) and other languages as needed during enrollment.
 - a. 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 Skyward.

3. **Preferred Language Lists:** School administrative assistants will distribute preferred language lists to classroom teachers upon request.
4. **Teacher Communication:** Teachers are responsible for inquiring about communication preferences when communicating 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
TransAct ParentNotices	TransACT provides written forms or notices required by ESSA, translated into: Spanish, Arabic, Hmong, Russian, Somali, Vietnamese, and Karen All Minnesota districts and charter schools can utilize the TransACT website with free access. Individuals within the district can activate their free account at: https://minnesota-doe.parentnotices.com	• Required ESSA parent notifications • Attendance • Conference Notices
Professional Document Translation	Translated copies of district documents are available on the school website in the following languages: • Spanish To request document translation, contact Bobbie Dahlke at Bobbie.Dahlke@delanoschools.org	• Formal documents requiring signature from parents • Frequently circulated documents such as: registration and enrollment forms, student code of conduct, report cards, etc.
Professional Interpreter Working with Language Interpreters: Information for Teachers	The English Language Learner (ELL) Coordinator maintains a list of qualified interpreters that can be contracted to provide language assistance. Staff can request translation services by contacting the ELL Coordinator at least two weeks in advance of the date the interpreter is needed. Fees for services are paid by the school/district with the interpreter paid as a vendor.	• District-wide initiatives or meetings • Parent/teacher conferences • MTSS/Child Study/IEP Meetings

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*. Multilingual staff members are only to be used when our district contracted interpreter/translator is unavailable or in emergency situations where interpretation/translation is necessary to ensure student safety and well-being. Multilingual Staff Directory	• Emergency situations • Phone calls home
Telephone Interpretation Services	Delano Public Schools utilizes Language Line and/or Propio, an on-demand telephone interpretation service that offers access to interpreters in several languages. Accessing Telephone Interpretation Services	• Phone calls home • Parent/teacher conferences • Emergency Situations
Communication Platform(s)	School or classroom communication platforms often have capabilities to send messages in multiple languages. Delano Public Schools encourages the use of Skyward and Gmail for classroom communication.	• Notification of upcoming events • Newsletters • Reminder texts to parents

Dissemination

This plan will be published on the Delano Public Schools [district website](#).

District-specific example:

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 administrative assistants** are responsible for providing all families with a copy of this Language Access Plan as part of the enrollment process.

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- **School principals** will direct families to the Language Access Plan on the school website. Principals are also responsible for sending communications in families' preferred language, according to the preferred language list maintained by Skyward.
 - **Classroom teachers** are responsible for sending communications in families' preferred language, according to the preferred language list maintained by Skyward or the administrative assistants.
 - **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 contact listed below, their school administrator, or building ELD teacher.

Continuous Improvement

This policy will be reviewed annually by the district's EL coordinator as well as administration to ensure its effectiveness and alignment with evolving needs and best practices.

District Contact

For questions regarding language needs of specific students or families, contact your school's English Language Learner Coordinator (Ashley Johnson), or the district's communications director (Bobbie Dahlke).

Ashley Johnson- ashley.johnson@delanoschools.org 763-972-6200 ext 1318
Bobbie Dahlke- bobbie.dahlke@delanoschools.org 763-972-3365 ext 1911

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](#)