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Language Access Plan

St. Croix Preparatory Academy

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Communication with families in a language they can understand provides a foundation for students' academic success and creates a welcoming school community. SCPA is committed to communicating meaningfully with all families we serve to provide any and all school-related information in a family's preferred language. This Language Access Plan is intended to reduce language barriers, empowering families to make informed decisions about 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 other than 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 or ask students, siblings, friends, or untrained school staff to translate or interpret for you.
- Language assistance must be free to you.

Language Identification Procedures

SCPA 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.
2. Student Information System: The preferred language and method of communication of parents/guardians will be visible to all staff in Synergy with the use of the Interpreter flag  noting the need for interpretation. When you hover over the flag, there will be clarification of who needs translation support and into which language.
3. Division Office Staff will notify the SCPA point person for interpretation services. Currently (2026-2027), this is our EL Teacher, Lisa Mast.

Unique to SCPA

SCPA is a K-12 charter school with approximately 1200 students which on average has approximately 70 students whose parents speak another language at home. In the last five years, we have only had three families who indicated that they may need translation support on their enrollment. This allows us to take a personalized approach to each family who has a need. Nonetheless, the tools and resources listed below are available to any family who would request language support.

Tools and Resources to Provide Language Access

Resource	Description/Procedures	When to Use
TransAct Parent Notices	TransACT provides written forms or notices by ESSA translated into: Spanish, Arabic, Hmong, Russian, Somali, Vietnamese, and Karen All Staff can utilize the TransACT website with free access by activating an account on the website.	• Required ESSA parents notifications • Health Office notifications • Field Trip Forms
Professional Document Translation	Special Education services: documents can be translated using SPED Forms 2.0. If the home language is available, Prior Written Notices, Procedural Safeguards, IEP evaluations and annual IEPs will be sent home in both English and preferred language. To request document translation, contact Lisa Mast to get set up.	• Formal documents requiring signature from parents

In-Person Interpreters	<u>IEP meetings:</u> SPED teachers contact Lisa Mast who has a list of contracted interpreters. <u>Conferences:</u> parents must contact a teacher or Lisa Mast to request an interpreter within 7 days of the conference.	• IEP meetings • Conferences if requested by parent • Can be virtual or in-person
Parent Partners	If possible, Lisa Mast will connect the multilingual family with another SCPA parent who shares a common home language, to help answer school-related questions.	• When we know of a parent with a common home language, and when the parent is willing to be a parent partner.
Written Translation (informal)	Staff are encouraged to utilize Google Translate for information going home to families. For example, a teacher can write an email in English, generate a translation using Google Translate and then add this statement "This message was translated using Google Translate. If you have questions or would like assistance in your language, please call Lisa Mast 651-895-5900 EXT 1090."	• Emails to parents or other informal communication.

Continuous Improvement

This policy will be reviewed annually by the Language Access Team, building administrators, and administrative assistants to ensure its effectiveness and alignment with evolving needs and best practices.

Appeals Process

SCPA is committed to providing high-quality language assistance. If a parent, guardian, or student believes the district has failed to provide adequate interpretation or translation services, or has otherwise violated their rights under this plan, they may file a formal complaint:

1. Step 1: Contact the division principal to discuss concerns.
2. Step 2: If concerns are not resolved, submit a written appeal to the Executive Director, Jenn Fuchs.

District Contact

EL (English Language) Teacher Lisa Mast is available to answer questions regarding language access. Lisa.Mast@stcroixprep.org 651-395-5900 EXT 1090