

OPS: Language Access Plan



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Introduction

1. Statute
2. Identification of Students and Families
3. Overview of Services
4. Emergency Communication
5. Timeline
6. Q&A

Language Access Plan - Statute

1 MINNESOTA STATUTES 2024

123B.32

123B.32 LANGUAGE ACCESS PLAN.

Subdivision 1. **Language access plan required.** Starting in the 2025-2026 school year, during a regularly scheduled public board hearing, a school board must adopt a language access plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. The language access plan must be available to the public and included in the school's handbook.

Subd. 2. **Plan requirements.** The language access plan must include how the district and its schools will use trained or certified spoken language interpreters for communication related to academic outcomes, progress, determinations, and placement of students in specialized programs and services; and how families and communities will be notified of their rights under this plan.

Subd. 3. **Regular review.** The board must review the plan every two years and update the plan as appropriate.

Language Access Plan - Identification

Students

- Minnesota Language Survey -> HLOTE -> Screening -> Qualification of EL / ML Services -> EL Flag

Parents

- Enrollment -> Parent Requires Interpreter Flag + Opt-in for translated communication

Overview of Services - Communication from School and Classroom

- Success Coaches provide in-person interpretation
- Success Coaches provide classroom translations for students and families (e.g. newsletters)
- Talking Points for classroom communication (e.g. field trip updates)
- Language Line for translation and live phone-based interpretation

Overview of Services - District

- TransAct for state and federally mandated communication
- one-click website translation
- Infinite Campus notifications in home language

Overview of Services - Instruction

- Translate My Slide
- Diffit
- Brisk

Overview of Services - Special Services

- American Sign Language interpretation
- relay services - telephone accessibility services to people who are deaf, deafblind, hard of hearing, or speech disabled
- screen reader software - allows blind or visually impaired users to access displayed text

Emergency Communication

Emergency Communication Protocol

In emergencies—such as severe weather, transportation changes, or building lockdowns—OPS ensures multilingual notification through:

- **Infinite Campus Messenger:** Pre-recorded voice and text alerts in Somali, Spanish, and English sent to all opted-in families.
- **District Website & Social Media:** Posted updates with automatic one-click translation enabled.
- **Talking Points:** Rapid text messages from principals or Success Coaches in the recipient's preferred language.
- **Media Coordination:** The Communications Department works with local media and community organizations to reach families.

Timeline

Timeline

The Language Access Plan (LAP) is implemented beginning with the 2025-2026 school year.

- **February 2026:** Final board adoption following public hearing.
- **Spring 2026:** Distribution of the LAP to all staff and publication on the district website and in the *Parent & Student Handbook*.
- **Annually (each September):** The ML Coordinator and Success Coaches review operational procedures before the start of school, updating internal guidance and retraining staff as needed.
- **Every two years:** Formal review and revision by the ML Coordinator, Director of Innovation & Technology, and Director of Special Education, with updates presented to the School Board for approval.
- **Ongoing:** New technologies, interpretation vendors, and communication tools are evaluated for inclusion in the plan.