



# SIBLEY EAST PUBLIC SCHOOLS

202 3rd Ave. N.W.

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## Sibley East Public Schools Language Access Plan

### I. Purpose

Sibley East Public Schools are dedicated to fostering an inclusive educational environment by providing meaningful access to all students and families, regardless of their language proficiency. This Language Access Plan ensures effective communication by outlining procedures for language assistance services, including interpretation and translation for individuals with limited English proficiency (LEP), Deaf or Hard of Hearing individuals using American Sign Language (ASL), and others requiring language support.

### II. Legal Foundation

This plan aligns with:

- A. Minnesota Statute 123B.32: Requiring language access plans for school districts by the 2025-2026 School Year.
- B. Title VI of the Civil Rights Act of 1964: Prohibiting discrimination based on race, color, or national origin, including failure to communicate effectively with individuals not proficient in English.

### III. Definitions

1. **American Sign Language (ASL):** A visually perceived language using articulated hand gestures, facial expressions, and body movements.
2. **English Learner (EL):** An individual learning English who lacks proficiency in speaking, reading, writing, or understanding the language.
3. **Limited English Proficiency (LEP):** An individual with limited ability to communicate effectively in English across various domains.
4. **Home Language:** The language commonly used by family members in the home.
5. **Primary Language:** The language an individual speaks most effectively.
6. **Interpreter:** A person providing oral interpretation services.
7. **Translator:** A person providing written translation services.
8. **Interpretation/Interpreting:** Converting spoken language from one language to another while preserving the original meaning.
9. **Translation:** Converting written text from one language to another while retaining the original meaning.
10. **Meaningful Access:** Effective, timely, and free communication access equivalent to that of English-proficient individuals.
11. **Vital Document:** Any material critical to accessing school services or required by law.

SE Elementary  
625 Harvey Dr  
PO Box 356  
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(507) 237-5511

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(507) 964-2292

Middle / High School  
208 West Douglas St  
Arlington, MN 55307  
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#### **IV. Language Assistance Procedures**

##### **A. Provision of Language Assistance Services**

###### **Use of Interpreters and Translators**

- Trained or Certified Interpreters will be provided for:
  - Academic outcomes (e.g. report cards, progress updates)
  - Parent-Teacher Conferences, IEP Meetings, and Placement Discussions
  - Behavioral or Disciplinary Meetings
  - Health and Safety Emergencies

###### **Interpretation Equipment**

- The district will maintain interpretation equipment such as headsets and video-conferencing tools for in-person and remote meetings.

###### **Types of Services Offered**

- In-person interpreting (including ASL)
- Telephone or video interpreting
- Document translation for essential communications

##### **B. Notification of Language Access Rights**

Families will be informed about their language access rights through:

- School handbooks distributed annually
- Notices on the school's website
- Information sent home at the start of the school year
- Parent-teacher conferences and community engagement events

#### **V. Accessibility of the Plan**

The Language Access Plan will be published on the district's website and included in student and parent handbooks.

#### **VI. Regular Review and Updates**

- Review Cycle: The school board will review this plan every two years
- Updates: Revisions will be made based on school needs, regulatory changes, and community feedback.



School Board Chairperson

7/21/25  
Date



School Board Clerk

7/21/25  
Date

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