

# Swan River Montessori Charter School

## Language Access Plan (LAP)

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### Board Policy Statement

Swan River Montessori Charter School (SRMCS) affirms its commitment to ensuring equitable access to education for all students and families, regardless of language background. In compliance with federal and state law, SRMCS adopts this Language Access Plan to guarantee meaningful communication and participation for emergent multilingual students and their families.

Adopted by the Swan River Montessori Charter School Board on 8.19.25. This plan will be reviewed biennially in accordance with Minnesota Statutes, section 123B.32.

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## Section 1: Policy Directives

### Federal Requirements

- Title VI of the Civil Rights Act of 1964: Prohibits discrimination on the basis of race, color, or national origin in federally funded programs.
- Equal Educational Opportunity Act (EEOA): Requires schools to overcome language barriers that impede equal participation.
- Individuals with Disabilities Education Act (IDEA): Ensures services, evaluations, and IEPs are accessible in a student's home language.

### State Requirements

- Minnesota Statutes, section 123B.32: Requires adoption, public posting, and biennial review of a language access plan beginning in 2025–26.
- LEAPS Act (2014): Supports multilingual students in achieving academic English, grade-level content mastery, and multilingual proficiency.

### Code of Ethics

SRMCS aligns with the Minnesota Department of Education's Codes of Ethics and Standards of Practice for Educational Interpreters, ensuring accuracy, confidentiality, and professionalism.

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## Section 2: The Plan

### Language Assistance Services

Service	Description	How to Access
<b>Interpretation</b>	In-person, phone, video, and ASL interpretation	Contact main office or teacher
<b>Translation</b>	Written translation of vital documents (e.g., enrollment, report cards, IEPs)	Requests through main office
<b>Technology</b>	Screen readers, relay services, AI translations (with review)	Provided upon request
<b>Emergency Alerts</b>	Multilingual texting apps (Talking Points, WhatsApp), pre-translated templates	Automatically distributed

### Oversight and Implementation

- Director: Overall plan administrator.
- EL Coordinator: Manages services, contracts, and training.
- Family Engagement Specialist: Liaison for families and community partners.
- Board: Reviews and adopts updates.

### Identification of Needs

- Home Language Survey at enrollment.
- Annual Family Survey for emerging needs.
- Community Partnerships with cultural organizations.

### Timeline

- 2025: Plan adopted.
- 2025–26: Implementation of services, training, and communications.
- Every 2 years: Review and update.

## Funding and Procurement

- Funded through federal Title I/III, state allocations, and general budget.
- Contracts with professional language service providers maintained annually.

## Notice of Services

- Published in Parent Handbook, website, and posted in school offices.
- Families informed at enrollment, conferences, and events.

## Staff Training

- Annual Training: Language access rights, procedures, and cultural responsiveness.
- Specialized Training: For administrators and family engagement staff.

## Maintenance and Review

- Biennial board review.
- Ongoing monitoring via service usage logs and family feedback.

## Community Engagement

- Partnerships with local immigrant and cultural organizations.
- Family engagement nights and advisory councils provide input.

## Emergency Protocols

- Multilingual messages for weather, safety, and health emergencies.
- Interpreter support during emergency board or parent meetings.

## AI Translation Use

- Flyers/newsletters may be AI-translated with disclaimer and callback number.
- Critical legal/academic documents reviewed by human professionals.

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## Section 3: Procedures

### Staff Response Protocols

Scenario	Staff Procedure
Phone Calls / Walk-Ins	Use Language Line or on-call interpreter.

Scenario	Staff Procedure
Correspondence	Forward to EL Coordinator for translation/response.
Language Identification	Use enrollment survey and school database.
Interpreter Scheduling	Request via EL Coordinator; vendors or staff assigned.
Translation Requests	Vital documents prioritized; parent/community review optional.

## Complaint Resolution

- Families may file complaints with the Director's Office.
- Complaints logged, reviewed, and responded **to within 10 business days.**
- Appeals may be brought to the SRMCS Board.

## Roles of Bilingual Staff

- Bilingual staff may support informal communication.
- Professional interpreters are required for legal, academic, and high-stakes settings.

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## Section 4: Contact Information

### Language Access Coordinator

Annette Vemuri, Director

Email: [director@swanrivermontessori.org](mailto:director@swanrivermontessori.org)

Phone: 763-271-7926

### EL Program Coordinator

Annette Vemuri, Director

Email: [director@swanrivermontessori.org](mailto:director@swanrivermontessori.org)

Phone: 763-271-7926

### Family Engagement Specialist

Annette Vemuri, Director

Email: [director@swanrivermontessori.org](mailto:director@swanrivermontessori.org)

Phone: 763-271-7926

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## Section 5: Resources

- Minnesota Department of Education – English Learner Resources

- TransAct Parent Notices
  - Language Line Solutions
  - Talking Points App
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