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Parnassus Preparatory School Language Access Plan

The purpose of this plan is to document the procedures in place at Parnassus Preparatory School to ensure that our English Learner (EL) and multi-lingual students and families have meaningful access to school support and information that is accessible in a language and format that they can understand.

Family Rights

Families have the right to:

- Receive information about their child's education in their home language
- Have an interpreter for important meetings about their child
- Participate fully in their child's educational experience

Federal Requirements

Title VI of the Civil Rights Act of 1964 protects students and families from discrimination based on race, color, or national origin.

Equal Educational Opportunity Act (EEOA) requires our district to help students learning English overcome language barriers.

Individuals with Disabilities Education Act (IDEA) requires that for students with disabilities:

- Students are tested in their home language when needed
- Individual Educational Plans (IEPs) are written in the family's home language
- IEP meetings are conducted in the family's home language with a qualified interpreter

Minnesota State Requirements

Minnesota Statutes, Section 123B.32 requires that schools have a plan that:

- Uses trained interpreters for important conversations about students' academic progress and special programs
- Informs families about their language access rights
- Is reviewed and updated every two years

Language Identification Procedures

Parents indicate their preferred language on the Family Home Language Survey included in their child's enrollment paperwork. Enrollment staff are trained in procedures for accessing qualified interpreters to help parents complete enrollment paperwork if needed. This information is recorded in Infinite Campus and reviewed by the school's EL Coordinator and school administration.

Upon a student's identification as an English Learner, the parents and/or guardians of the child also receive notification of their rights as outlined in state and federal law. The families will also receive a copy of the Language Access Plan.

Tools and Resources to Support Language Access

The following tools are used to provide meaningful access to school information and support, without undue delay and at no cost to students and families:

- TransAct Parent Notices
 - TransACT provides written forms and notices required by the Every Student Succeeds Act (ESSA) into multiple languages. This access is provided for free to schools via the Department of Education.
- Professional Document Translation
 - Parnassus uses qualified professional translation services for important documents and communications.
- Professional Simultaneous Interpretation (In-Person, Telephone, and Video)
 - Parnassus retains the services of a Language Line, which all staff can use for on-demand simultaneous interpretation of telephone conversations with families.
 - Interpreters are retained through several different vendors for simultaneous interpretation of remote video conferences (such as Zoom or Microsoft Teams) and for in-person meetings.
- Artificial Intelligence (AI) Translation
 - AI translation tools should be limited to brief, non-vital translations only. These tools are suitable for:
 - Quick understanding of simple sentences or short paragraphs
 - Informal content like newsletters or general information
 - Non-critical communications where perfect accuracy is not essential
 - Conveying the general meaning of a text
 - AI translation must never be used for vital information such as:
 - Enrollment & registration materials
 - Special Education evaluations, IEP meetings, and related services
 - English Learner program information
 - Legal and administrative documents

Language Access Plan Review & Communication

This plan will be reviewed at least biannually (every two years). Beginning in the 2026-2027 school year, this plan will be published in both the Parnassus Student and Parent/Guardian Handbook and the Employee Handbook.