

Higher Ground Academy Language Access Plan

Approved by the board on August 19, 2025

Effective: 2025–26 School Year

1. Purpose

Higher Ground Academy (HGA) recognizes that clear communication with families and students is critical for student success. This Language Access Plan ensures that students and families with limited English proficiency (LEP) have meaningful access to school programs, services, and information in accordance with Minnesota Statute 123B.32.

2. Commitment to Language Access

HGA is committed to:

- Providing timely and meaningful access to school-related information for all families.
- Using trained or certified interpreters when discussing academic progress, educational placement, disciplinary actions, or specialized services.
- Ensuring that translated documents are accurate and accessible.

3. Identification of Language Needs

HGA will:

- Identify language preferences of students and parents/guardians at enrollment through a Home Language Survey.
- Maintain updated records of language needs in the student information system.

4. Provision of Interpreter and Translation Services

HGA will:

- Provide qualified interpreters (in-person, virtual, or telephonic) for critical conversations, including:
 - Academic progress reports
 - Special education meetings
 - Disciplinary actions
 - Health-related matters
 - Enrollment and orientation sessions
- Provide translated documents for key communications, including:
 - Report cards and progress reports
 - Disciplinary notices
 - Special education documents
 - School policies and handbooks

- Emergency information

5. Notification to Families

HGA will notify families annually and upon enrollment about:

- Their right to interpretation and translation services at no cost
- How to request language services
- Whom to contact for concerns regarding language access

This information will be included in:

- The annual student/parent handbook
- The HGA website
- Enrollment and orientation materials

6. Staff Training

HGA will:

- Train all staff annually on language access policies, procedures for requesting interpretation/translation services, and working effectively with interpreters.

7. Biennial Review and Plan Updates

HGA will:

- Review and update this Language Access Plan every two years
- Solicit feedback from families, community members, and staff during the review process

8. Contact for Language Access Concerns

Families may contact the following person for language access questions or concerns:

Sheikh Abdirahman Ahmed

Family and Community Liaison

Phone: (651) 369 7555

Email:

Mr. Mohamud Mohamud

Marketing Director & Homeless Liaison

Phone: 612 645 1000

Email: mohamud@hgacademy.org

