

# Everett School District

## Language Access Plan

Everett Public Schools strives to communicate effectively with families in a language they can understand. There are over 120 languages spoken in our district. As the parent/guardian of a district student, you have the right to participate in your child's education. At any time, you may request an interpreter free of charge to you. The district works with several services to meet the language needs of our families.

Everett School District uses the Home Language Survey to identify the language access needs of our families. We will continue to monitor and assess our plan through an annual self-evaluation as well as collecting family, staff and interpreter surveys.

The school should offer an interpreter if you need one. This includes parent-teacher conferences, meetings about special education, or any other conversations about your child's education. Language Access is funded primarily through Basic ed, and in some instances through program specific funding, such as Special education, ECEAP or TBIP.

Everett School District has adopted policy and procedure to support our language access services:

Language Access Board Policy [4218](#)

Language Access Board Procedure [4218P](#)

# **Language Services offered:**

## **Verbal interpretations:**

Everett Public Schools has multiple ways of accessing interpretation services. These include:

- On site, in person interpreters through one of our vendors
- Virtual interpreters scheduled with one of our vendors
- Phone services provided by LionBridge or Language Link
- ASL interpreters through one of our vendors or the ILA device
- ILA devices in the office of each of our schools
- Pocket talk devices in many schools
- Parent Square will translate messages into the family's chosen language
- ILA device used for large meetings or conferences in Broadcast mode so multiple families can access services in their language.

## **Written translations:**

Everett Public Schools will translate vital district documents into our top 5 most spoken languages in the district. These may include program information and applications, consent forms, special education and related services, registration, etc.

If there is a small number of parents with language needs, or if the school district is unable to translate a document because of undue expense, the district must still provide the information to parents in a language they can understand, such as an oral translation of a document using an interpreter.

## **For Staff:**

All staff members can access an interpreter at any time to support a student or family.

-On site and virtual interpreters should be scheduled through the LinguistLink platform.

-Schedule an ASL interpreter directly through the vendor or use the live interpreter function on your ILA device.

-You can access the phone services at any time by dialing them directly.

-Use Parent square to send messages or newsletters to families.

This form in DocuShare has more information for staff regarding accessing interpreters.

We will continue to update information in DocuShare, the Language access Canvas page and staff webpage with important information and training for staff. Principal packets will be sent out when there's new or updated information.

## **Questions, Concerns, & Complaints:**

Should you have concerns about your school's interpretation or translation services, the first step would be to have a discussion with your school principal or other school staff member. If you still have questions or concerns, you can contact the Everett School District Language Access Coordinator, Megan Rude at [MRude@everettsd.org](mailto:MRude@everettsd.org) or the Civil rights Compliance officer, Chad Golden at [CGolden@everettsd.org](mailto:CGolden@everettsd.org).

If you cannot resolve the concern or disagreement this way, you can [file a complaint](#).

### **Contact:**

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