

**HEAD START PROCEDURES FOR:
Dual Language Learners
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Head Start Performance Standard 1302.31(b)(2), 1302.33(c) and 1302.90(d) Dual Language Learners

2.0 Responsibility:

- 2.1 Teachers
- 2.2 Teacher's Assistant
- 2.3 Education/Disability Consultants
- 2.4 LEA (Lead Education Agency) Language Proficiency Assessment Committee

3.0 Resources:

- 3.1 CLI Engage/*Teaching Strategies GOLD*/Head Start Early Learning Outcomes Framework
- 3.2 Research Based Pre-K Adopted State Curriculum and lesson plans
- 3.3 The Region 14/15 ESC Head Start Education Plan
- 3.4 TA from the Education Consultant (EC)
- 3.5 Child's File
- 3.6 Brigance Screen
- 3.7 Parent Handbook

4.0 Procedures:

- 4.1 Region 14/15 recognizes that bilingualism and biliteracy are strengths and implement research-based teaching practices that support their development.
 - 4.1.1 The Parent handbook includes encouragement to parents to continue helping their child learn the home language and volunteer in the classroom to share their culture and language to make children and families feel accepted and welcome. Parent materials such as the application, handbook, newsletters and parent curriculum are translated or interpreted.
 - 4.1.2 The education plan highlights instructions for effective teaching practices that include the development of the home language and English. Every effort will be made to provide an adult familiar with the native language of children who do not speak English, and if the majority of children speak the same language one class staff member will speak that language.
 - 4.1.3 Teaching strategies include the use of a language teaching method that includes listening and responding with actions. Picture cards and real objects of actual items will be used for vocabulary and language development.
 - 4.1.4 Teacher/Assistants will use child's native language whenever possible. Family members shall be invited to share culture, job experiences, family "things", and stories

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which makes their family unique. Family members or other

community contacts will be trained as volunteers in the classroom or be trained as Language Facilitators.

- 4.1.5 There are materials in the classroom which are similar to home or cultural experiences the child is familiar with to promote comfort in the classroom.
 - 4.1.6 Classrooms use environmental print (labels, signs, posters) in the children’s home language, as well as in English, as appropriate.
 - 4.1.7 Strategies include using photographs, pictures, graphics, and other visuals to support English labels.
 - 4.1.8 Teachers learn and use some important words, phrases, songs, and/or rhymes in children’s home languages, if Appropriate. Bilingual books are provided through the Book Mark Club and within the classrooms.
 - 4.1.9 Utilize the state approved, research based curriculum which includes specific strategies for DLL’s.
- 4.2 Qualified bilingual staff, contractors or consultants such as the LPAC committee, will be used to assess children’s skills in English and the Home Language. They will also help non-bilingual staff to serve and effectively communicate with children and families.
- 4.2.1 Screenings and assessments in all areas of learning are conducted in whichever language is best for the child.
 - 4.2.2 If a qualified bilingual person is not available, we will use an interpreter in conjunction with the teacher to conduct screening and assessments.
 - 4.2.3 If no interpreter is available, Region 14/15 will gather more information through structured observations over time as well as information gathered from the family to evaluate development and progress.

5.0 Associated documents:

- 5.1 Operation Plan
- 5.2 Self-Assessment
- 5.3 Community Assessment

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Parent Teacher Conference and Home Visit Forms	Print/ electronic	Child’s File at ISD	7 years	Shred/ Delete	ISD locked unit

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Brigance Screens	Print/ electronic	Child's File at ISD	7 years	Shred/ Delete	ISD locked unit
Lesson Plans	print/ electronic	File Cabinet/ Google Doc	7 years	Shred/ Delete	Locked/ Password Protected
LPAC notes	Print/ electronic	Child's File at ISD	7 years	Shred/ Delete	ISD locked unit
Web-based data system	Digital	Digital	7 years	Shred/ Delete	Password Protected

7.0 Monitoring:

- 7.1 Environmental Checklist
- 7.2 Lesson Plans
- 7.3 Case notes
- 7.4 File Review

8.0 Revision History:

Date:	Revision#	Description of Revision
6/8/17		
5/2018	6.0	Reviewed, "Changed Print to Print/electronic", "Changed Delete to Shred/Delete"
6/2019	3.1	Added "CLI Engage"
6/2019	2.1 2.2 6.0	Deleted "and Educational Assistants" Added 2.2 Teacher's Assistant which renumbered the remainder of the list. Changed "PROMIS" to "myHeadStart"
6/2019	4.1.8 6.0	Added "Bilingual books are provided through the Book Mark Club and within the classrooms." Changed "Web-based data system" to myHeadStart
4/29/2022		Reviewed
12/2022	6.0	Remove "myHeadStart" replace with "web-based data system"