Early Childhood Division- Pre-K

Standard Operating Procedure

1.   Area of Focus – REPORTING of STUDENT PROGRESS to PARENTS

2.   Scope

Provide various communications to parents regarding student child progress that is shared on a regular basis

3.   Prerequisites

Assessment administration
Anecdotal records

4.   Responsibilities

Teacher
Teacher Assistant
Family Engagement Specialist
Center Director/Manager
School Principal
Behavior Specialist
Health Services Advisor

5.   Procedure

A. On the schedule determined by the M-SCS Early Childhood Division, each child is assessed using the following assessment tools: Brigance Screen and Brigance Inventory. Brigance is administered during the first 45 days of enrollment for each student. Brigance Inventory is administered on a schedule twice during the school year.

B. These results are used to establish a baseline of the child's strengths and needs to begin creating an instructional plan designed for students.

C. Report cards are administered using the M-SCS Early Childhood Assessment Guide.

D. New skills are assessed each nine weeks. Previous skills that were non-mastered when initially tested are re-tested each period until mastered.

E. Parents are provided with information on their child's progress of specific skills in the domains of early literacy, math, science/social studies, physical and social/emotional development.

F. Teaching and teacher assistant meet and partner with the child's parent/guardian a minimum of four times per year, during two home visits and two parent-teacher conferences to share

Documents: *(Reporting of Student Progress to Parents)* SOP short-form

observations, assessment results and plan collaboratively with parents for children's goals and development, based on the child's strengths and needs.

G. The reporting schedule is as follows:

Month	Progress Reporting
September	• Fall Parent/Teacher Conferences
October	• Grading Period #1 Report Cards Go Home
November	• Fall Home Visits
December	• Fall Home Visits
January	• Grading Period #2 Report Cards Go Home
February	• Spring Parent/Teacher Conferences
March	• Spring Home Visits
April	• Grading Period #3 Report Cards Go Home • Spring Home Visits • Grading Period #3 Report Cards Go Home
May	• Exit/Transition Conferences • Grading Period #4 Report Cards Mailed

6. *References*

  ➢ Head Start Performance Standards Subpart C- Education and Child Development Program Services 1302.33 and 1302.34
  ➢ Shelby County Schools Board of Education Policy 5014 Grading System
  ➢ Report Cards
  ➢ Parent Teacher/ Home Visit Conference Form
  ➢ Big Day Anecdotal Records

7. *Definitions*

  ➢ NA

Documents: *(Reporting of Student Progress to Parents)* SOP short-form