

2019-2020 End of the School Year Guidance
Georgia's Pre-K Program
April 23, 2020

Georgia's Pre-K programs are closed through the remainder of the 2019-2020 school year. The following is guidance for bringing closure to the end of the school year.

End of the Year Duties

It is appropriate for employers to require teachers to perform duties related to the end of the school year. These duties could include but are not limited to packing up the classroom, completing student files, completing child assessment and conducting family conferences. In completing any end of the year tasks, the statewide or any local Shelter in Place orders must be followed.

Salary

Georgia's Pre-K Lead and Assistant Teachers should be paid based on their established salary agreement between employer and employee. Teachers will only receive salary during the summer months if their Pre-K salary payments are prorated across the calendar year.

Work Sampling Online (WSO)

This guidance is intended for teachers who have completed WSO training and have the materials necessary for implementing WSO (computer, connectivity to high speed internet and student assessment data). If the shelter in place order is lifted, it would be appropriate for teachers to return to the site to complete assessment duties; however, that is not necessary if teachers are able to complete from home.

WSO Developmental Checklist

Teachers should review assessment data already gathered and enter ratings. It may not be possible to rate all the indicators due to early closure of Georgia's Pre-K. Any items without a rating should be marked DNO (Did not Observe). Period 2 checklist ratings should be finalized.

WSO Narrative Summary Report

Teachers should review finalized checklist ratings and complete the Narrative Summary Report. Due to the impact of COVID-19 on student attendance, teachers should not enter attendance information on the Narrative Summary.

Family Conferences/Sharing Assessment Information with Families

Information on each child's performance including the WSO Narrative Summary should be shared with parents or guardians by June 30, 2020. Family conferences which are normally held in person may be done via a web-based platform (i.e. Skype, Zoom, etc.) or by phone. If programs and/or families are unable to arrange remote meetings, Narrative Summary reports can be distributed to families electronically or through the mail. Teachers are not required to obtain parent signatures on the Narrative Summary Report.

Each Pre-K program is responsible for developing a written process for how children's performance will be shared with families. The process should include the method for providing information to parents (remote meeting, email, mail, etc.), when the information will be provided, and how family

conferences/sharing of information will be documented. Programs should share their written process with teachers and provide teachers the contact information for parents. Teachers who have questions about their program's plan for sharing assessment information with parents, should direct their questions to their employer. The program director can answer questions specific to the program.

Printing Copies of Narrative Summary Reports and Developmental Checklists

Programs should not require teachers to print and keep copies of the following 2019-2020 student assessment data for a minimum of three years as specified on the *Instructional Quality (IQ) Guide for Assessment Work Sampling Online Teacher Timeline*:

- WSO Developmental Checklist
- Narrative Summary

Archiving

Teachers should NOT archive their entire class. Students should be left as "active" in WSO.

If you have questions, please discuss them with your employer. If you have additional questions, email prek@decals.ga.gov.

