

High-Quality PreK Components – Family Engagement Plan -

Family Engagement Plan	LEA is implementing and has posted on the LEA's website a plan that incorporates and fulfills the expectations of various entities in describing their approach to meaningful family engagement (e.g., High-Quality Prekindergarten Family Engagement Plan, Title 1, Head Start). The document is reviewed annually.	<i>Planned Activities:</i>	<i>Stakeholder:</i>	<i>Deadline:</i>	<i>Frequency:</i>	<i>Status:</i>
		Design Parent Engagement Plan, Track completion, and Post updates online.	Early Childhood Specialist	Sept. 29, 2023	Twice per year	Complete
		Coordinate with Collaborative Communities to plan and implement activities at Title 1 campuses.	Early Childhood Specialist and Collaborative Communities	Sept. 29, 2023	Fall and Spring semester	Ongoing
Communication Practices	LEA <u>provides guidance</u> and support to ensure that teachers communicate with families weekly about classroom activities and curricular goals.	Create a teacher survey to gather newsletter creation, type of communication, and distribution frequency.	Early childhood Specialist	Sept. 18, 2023	Yearly	Complete
		Provide a weekly PK Classroom Newsletter template in Schoology for the teachers.	Early Childhood Specialists and PreK Teachers	Ongoing	Monthly	Ongoing
		Suggest weekly content alignment in the Family-Teacher Smores Newsletter that supports the PreK curriculum and program.	Early Childhood Coordinator and Specialist	Ongoing	Monthly	Ongoing
		Send a monthly Smores newsletter to the PreK families that is accessible in 30+ languages.	Early Childhood Specialist	<i>Ongoing</i>	<i>Monthly</i>	Ongoing
Family Conferences and/or Home Visits	LEA has a written expectation that family conferences and/or home visits are held twice per school year and that student assessment data is	Create FAQ for parent-teacher conferences and distribute it to all PreK families before the parent-teacher conference day.	Early Childhood Specialist	<i>Nov. 30, 2023</i>	<i>Yearly</i>	Ongoing

	used to guide the conference and/or home visit.	Upload CIRCLE Beginning of Year, Middle of Year, and End of Year reports to Skyward.	Early Childhood Specialist	Ongoing	October, February, and May	
		Develop and Implement a Family Zoom Workshop on Interpreting Assessment Data.	Early Childhood Specialist and Early Childhood Coordinator	Nov. 30, 2023	October, February, and May	Ongoing
Reporting Student Progress	LEA ensures student progress across the five primary developmental domains is reported to families in writing, and families are given strategies to facilitate their child's development at home in the areas of need.	Create learning progressions aligned to new Texas PreK guidelines. Share new learning progressions with families.	Early Childhood Specialist and Early Childhood Coordinator Parent Educator	Nov. 30, 2023	Yearly	Ongoing
		Create a Family Developmental Zoom workshop on standards-based learning – PreK report card.	Early Childhood Specialist and Early Childhood Coordinator	Nov. 30, 2023	Yearly	Ongoing
Program Expectations	LEA provides clear written expectations regarding the roles/responsibilities of staff, students, and families prior to the beginning of school and reviews the expectations with families	Design and publish a bilingual PreK Family Handbook on the department's website. https://www.fortbendisd.com/cms/lib/TX01917858/Centricity/Domain/17165/2023%20PreK%20Spanish%20Family%20Handbook%2091423.pdf	Early Childhood Specialist	Sept. 29, 2023	Yearly	Complete
		Design and offer an AM and PM session "Welcome to PreK" Zoom meeting in English and Spanish to share curriculum and expectations with families. Topic: PreK Orientation	Early Childhood Dept. Multilingual Dept. Collaborative Community Title 1	March 1, 2024	Yearly	Ongoing

		Create a how-to video on how to access the PreK resources with family curriculum resources, such as ReadyRosie, Savvas, Three Cheers for PreK, and CLI Engage.	Early Childhood Specialist	Nov. 29, 2023	Yearly	Ongoing
		Publish on the department's website and monthly newsletter how-to guides and videos on accessing family tools (ReadyRosie, Savvas, Three Cheers for PreK, and CLI Engage).	Early Childhood Specialist	Nov. 29, 2023	On-going	Ongoing
		Post the Family Handbook on the department website, in the registration application, and welcome emails during registration. https://www.fortbendisd.com/cms/lib/TX01917858/Centricity/Domain/17165/2023-2024%20Family%20Handbook%20v9.15.23.pdf	Early Childhood Specialist	Nov. 29, 2023 & March 2024	Yearly	Complete
Attendance Plan	LEA implements an attendance plan that includes monthly monitoring of student attendance and a process for contacting families when their child has been absent. LEA has a system in place to provide immediate support to families with students who have absence rates of more than 10%.	Pull a customized attendance report by campus and classroom teachers that will show possible trends in student attendance.	Early Childhood Specialist Campus Principals	Nov. 29, 2023	Monthly	Ongoing
		Analyze student attendance data by campus and classroom teacher weekly to identify how student attendance affects their learning.	Early Childhood Specialist Campus Principal	Nov. 29, 2023	Monthly	Ongoing

		Partner with Student Affairs to plan and implement Attendance procedures.	Early Childhood Specialist Student Affairs Campus Principals	May 1, 2024	Monthly	Ongoing
		Create campus and parent communication to address families with children showing increased absences in the nine weeks.	Early Childhood Specialist Campus Principals	Nov. 29, 2023	Monthly	Ongoing
		Create talking points for teachers to hold attendance conversations during parent-teacher conferences.	Early Childhood Specialist Classroom teachers	Jan. 1, 2024	Yearly	Ongoing
		Create an Attendance Engagement Session for families with more than 10% absence.	Early Childhood Specialist Campus Principals Student Affairs	May, 2024	Twice a year	Ongoing
On-Campus Opportunities	LEA expects campuses to host five to eight opportunities for families to engage in activities on campus annually.	Create a system to track campus events at PreK schools to inform and engage families, e.g.: 1. Back to school 2. Parent-Teacher Conference 3. Math Night 4. Literacy Night 5. Science/STEM Night 6. Choir performances 7. Cultural and International Events 8. Wellness Event 9. Career Day	Early childhood Specialist Title 1 Campus Principals	Nov. 29, 2023	Monthly	Ongoing

		In collaboration with Collaborative Communities/parent educators, Develop Multilingual Family Engagement workshops for PreK families.	Early Childhood Specialist Collaborative Communities	May, 2024	Yearly	Ongoing
		Track summer registration and collaborate with campus principals to offer campus-based registration events in schools with low PreK enrollment.	Early Childhood Specialist Campus Principals	May, 2024	Yearly	Ongoing
Participation	LEA monitors participation rates in family engagement activities and provides assistance to campuses whose average participation rate is below 30% of families.	Data Collection and Analysis of how to increase family participation in school activities. (Signup Genius, sign-in sheet, etc.)	Early Childhood Specialist Collaborative Communities	May, 2024	Yearly	Ongoing
		Create a survey to get feedback from families and staff on the event.	Early Childhood Specialist Collaborative Communities	May, 2024	Monthly	Ongoing
Support to Families	LEA provides monthly assistance regarding community resources to meet the economic/social service needs of families.	Provide a monthly newsletter list of community organization resources and add it to our department website for parents to use.	Early Childhood Specialist Collaborative Communities	Nov. 29, 2023	Monthly	Ongoing
		Provide resource information during our monthly Zoom Parent meeting regarding community resources.	Early Childhood Specialist Collaborative Communities	Nov. 29., 2023	Monthly	Ongoing