

# **Odem-Edroy Independent School District**



## **High-Quality Prekindergarten Program and Family Engagement Plan Handbook**

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## OEISD Pre-Kindergarten Handbook

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## **POSITION STATEMENT**

In accordance with *Texas Education Sec.29.153*, Odem-Edroy ISD will provide a pre-kindergarten program for the educational development of four-year-olds eligible for participation in the program.

## **DEFINITION**

*Texas Education Code Sec. 29.153* states that a district must provide pre-kindergarten classes if 15 or more eligible pre-kindergarten students are identified and are at least four years of age.

## **PROGRAM GOALS**

Odem-Edroy ISD provides a comprehensive pre-kindergarten program designed to provide students with the prerequisite skills needed to ensure success in kindergarten. Odem-Edroy ISD will determine that:

- Experiences and instruction will be based on developmentally appropriate concepts, skills, and themes and research-based teaching strategies proven to be successful.
- Parent and community members shall have the opportunity to provide input on the district and campus improvement plans. Families will be provided ongoing opportunities to participate and learn about the strategies used in the school program.
- Odem-Edroy ISD teachers and administrators will receive appropriate staff development in the areas of early-childhood development and education.

## **PROGRAM ORGANIZATION**

Odem-Edroy ISD pre-kindergarten program will be organized as follows:

- Full-day pre-kindergarten program offered on the elementary campus.
- Program will follow the regular daily hours of operations.
- Class sizes will not exceed 21 students per certified instructor.
- The focus of instruction uses interdisciplinary approaches and developmentally appropriate strategies to ensure students are provided the prerequisite skills necessary for kindergarten.
- Transportation will be provided.

# ELIGIBILITY

*Texas Education Code (Sec.29.153 (b))* states that a child is eligible if:

- The child is unable to speak and comprehend the English language.
- The child is economically disadvantaged.
- The child is homeless, as identified by 42 U.S.C Section 11434a
- The child of active duty member of the armed forces.
- The child of member of armed forces who was injured or killed while on active duty.
- The child is or has ever been in the conservatorship of the department of Family and Protective Services, as provided by Family Code 262.201.

# ENROLLMENT PROCEDURES

OEISD provides public notice of the availability of PK classes through school newsletters, newspaper ads, public fliers, and social media.

The following documents must be provided at the time of enrollment for all qualifying factors:

- Birth Certificate
- Immunization Record
- Proof of residency (2 utility bills under parent/guardian name, with physical address)
- Driver's License
- Social Security card

In addition to the documentation required for all PK students the following procedures will be utilized in determining eligibility for individual qualifying factors:

## **1. Unable to speak and comprehend the English Language (EL)**

- Parents/Guardians complete a Home Language Survey with a language other than English marked in either:
  - What language is spoken in your home most of the time?
  - What language does your child (do you) speak most of the time?
- Teacher will administer the LAS-LINKS Test for ages 3-5
  - Students with a Language Level of either Non-English Speaking or Limited English Speaking qualify.
- Conduct an LPAC meeting. LPAC must identify the students as English language learner
- Have the completed Parent Permission form on file.

## 2. Economically Disadvantaged

- Parents/Guardians complete a Free/Reduced Meal Application.
- Child Nutrition Department will determine eligibility based on application.
- Parent/Guardian receives SNAP/TANF benefits.

## 3. Homeless (McKinney-Vento Act)

- Parents/Guardians complete Student Residency Questionnaire.
- Homeless Liaison will determine eligibility based on questionnaire.

## 4. Child of active duty member of the armed forces

- Documentation that a district employee verified the student's US Department of Defense (DoD) photo identification.
  - If the student has not been issued such a ID, then documentation must be on file that a district employee verified the military member's DoD photo identification (or other DoD-issued documentation indicating that the person is an active-duty member of the military) and the verified documentation showing that the student is a child of the military member.

**Important:** Your district should **not** make a copy of DoD identification.

- A statement of service from the installation adjutant general director of human resources for children of active members, mobilized reservists, or members of the Texas National Guard.

## 5. Child of Member of Armed Forces who was injured or killed while on active duty

- A copy of the death certificate using the service-appropriate DoD form, or a DoD form that indicates death as the reason for the separation from service, for children of service members who dies or were killed.
- A copy of Purple Heart orders or citation for children of service members or mobilized reservists or guardsmen who were wounded or injured in combat.
- A copy of the line of duty determination documentation for children of service members or mobilized reservists or guardsmen who were injured while serving active duty but were *not* wounded or injured in combat.

- Documentation that a service member is MIA for children of service members who are MIA.

**6. Child is or has ever been in the conservatorship of the department of Family and Protective Services.**

- Parents/Guardians present PK Verification letter from DFPS and Child Protective Services; or
- If parent or caregiver does not receive this letter, he or she may obtain evidence of eligibility by contacting DFPS education specialist.



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**Pre-Kindergarten Family Engagement Plan  
2022-2023**

Family engagement is the mutual responsibility of families, schools, and the community to build relationships that support learning and achievement. Family engagement supports family wellbeing and the continuous learning and development of children, families, and educators. Family engagement is fully integrated in the child’s educational experience and supports the whole child. Odem Elementary School’s family engagement plan is designed to support six components of family engagement critical to the development of a high quality prekindergarten program. The six components and supporting family engagement activities are outlined below.

Component	OES Actions
Facilitate Family-to-Family Support	<p>OES will provide parents and families with opportunities to participate in initiatives such as:</p> <ul style="list-style-type: none"> <li>* Volunteering</li> <li>* Meet the Teacher Night</li> <li>* Family Literacy Night</li> <li>* Math/Science Night</li> <li>* Open House</li> </ul>
Establish a Network of Community Resources	<p>OES strives to create a network of resources that will directly benefit Pre-Kindergarten families.</p> <ul style="list-style-type: none"> <li>* Special Education and Child Find</li> <li>* Family Literacy Night</li> </ul>
Increase Family Participation in Decision-Making	<p>OES strives to include parents in decisions through:</p> <ul style="list-style-type: none"> <li>* Campus Site-Based Meetings</li> <li>* Foster open dialog using different means of communication <ul style="list-style-type: none"> <li>- Communication folders/Notes</li> <li>- OEISD Facebook</li> <li>- OES Website</li> <li>- Living Tree/SeeSaw/Zoom</li> </ul> </li> </ul>
Equip Families with Tools to Enhance and Extend Learning	<p>Pre-Kindergarten families will be provided opportunities for learning that will enhance activities at home:</p> <ul style="list-style-type: none"> <li>* Parent-Teacher Conferences</li> <li>* Family Literacy Night</li> <li>* Math/Science Night</li> <li>* Parent Involvement Conference</li> <li>* Campus Newsletters</li> <li>* SeeSaw</li> </ul>
Develop Staff Skills in Evidence-Based Practices that Support Families in Meeting their Children’s Learning	<p>Pre-Kindergarten teachers will attend professional development training in areas such as:</p> <ul style="list-style-type: none"> <li>* Highly Qualified Teachers</li> <li>* Balanced Literacy Framework</li> <li>* Campus-Based PD (based on needs)</li> </ul>
Evaluate Family Engagement Efforts and Use Evaluations for Continuous Improvement	<p>Feedback and suggestions will be sought from families through:</p> <ul style="list-style-type: none"> <li>* Records of family participation/attendance at school events</li> <li>* Parent communication logs</li> </ul>

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