



## **Odyssey Preparatory Academy**

### **2017-2018 Parent and Family Engagement Plan (PFEP)**

I, Monica Knight, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers and ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### **Mission Statement**

**Response:** The mission of Odyssey Preparatory Academy is to work in partnership with the family and community, with the aim of helping each child reach their full potential in all areas of life. We seek to educate the whole child with the understanding that each person must achieve a balance of intellectual, emotional, physical, spiritual and social skills as a foundation for life.

### **Assurances:**

- Families of children served in Title I, Part A are involved in decisions about how Title I, Part A funds are spent.
- Families are provided with a description of how the school will carry out the programs, activities, and procedures intended to provide them with educational engagement opportunities in accordance with the definitions in Section 8101 of ESEA
- Families are involved in planning, reviewing and improving the school-wide program plan throughout the year.
- The Parent and Family Engagement Plan (PFEP) was jointly developed/revised with families and made available to the local community.
- Findings from surveys and collected feedback from families are used to identify and design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- The school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.
- The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- The school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments. [ESSA Section 1116]

### **Involvement of Families:**

- How will the school involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be

used? [ESSA Section 1116]

**Response:** Odyssey Preparatory Academy invites all parents to become active members of our learning community. We encourage parents to partner with us to help provide a supportive and positive learning experience for every child. As part of each family's commitment to their child's education, parents commit to a minimum of eighteen volunteer hours each school year. Parents are provided with various opportunities to partner and support our children, such as becoming members of our School Advisory Council (SAC), participating in our parent volunteer organization, Parents as Partners (PasP). Parents are invited to become members of the School Advisory Council by notification of Odyssey Preparatory's school newsletter. Interested parties submit a short biography which is shared with stakeholders and a majority vote is taken to admit members. Every effort to create a committee representative of our school population is made. SAC members assist in the development, revision, and review of the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and the School-Parent-Student Compact. Parents also contribute to the development of our programs by providing feedback which is used in planning and developing future programs. Parent volunteer opportunities are announced using many different contact methods such as OCS monthly newsletters, weekly classroom newsletters, Blackboard, event notices, school marquee, e-mail newsgroup, and the school's website.

**Coordination and Integration with Other Federal Programs:**

- How will the school coordinate and integrate parent and family engagement programs and activities?
- How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? [ESSA Section 1116]
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count	Program	Coordination
1	Individuals with Disabilities Act (IDEA)	Title I works collaboratively with ESE staff to address the exceptional needs of students and families without duplicating services.
2	Title II, Part A (Improving Teacher Quality)	The district K-12 Parent Involvement Resource Teacher, the Title I Family Involvement Resource Teacher, and the Office of Educational Leadership & Professional Development staff work in partnership with Odyssey Preparatory educators through district wide workshops/trainings to provide school staff members with professional development in working effectively with our parents.
3	Title II, Part D (Enhancing through Technology)	Odyssey Preparatory leadership team works collaboratively with the Office of Educational Technology to address the technology needs of students and families in Title I schools. We partner with district support to determine and implement appropriate programs, services, and training opportunities for staff members and families, including opportunity to access and utilize Edline, parent resource websites, Study Island, ESOL programs, Math Connects and National Geographic curriculum.
4	Title II (Improving parent quality)	Odyssey Preparatory's Title 1 Parent Involvement contact will participate in meetings throughout the year offered at the district office to learn effective strategies for building community with parents and families to reinforce student learning.
5	Title III (Language Instruction for English Language Learners)	The district Resource teacher for Title 1 Family Involvement works collaboratively with Odyssey Preparatory's ESOL teacher and instructional assistant to address the needs of English Language Learners and families. We plan and implement appropriate programs, services, and training opportunities for school staff and families, including ensuring that information is translated into parents' primary language whenever possible.
6	Title IX (Homeless Education)	Odyssey Preparatory educators and staff members work collaboratively with the Office of Title 1 and the district Homeless Liaison to meet the varying needs of our homeless students and families. Students identified as homeless are eligible for additional

		instructional support outside of regular classroom hours through tutoring services paid for by the district Title 1 funds, should a need for remediation be necessary.
7	Voluntary Pre-Kindergarten (VPK)	Odyssey Preparatory provides parents with Voluntary Pre-Kindergarten through our private preschool. We also accept students who are eligible for School Readiness through the Early Learning Coalition. Parents of Volunteer Pre-Kindergarten students are invited to all parent workshops, family night events, curriculum meetings, Kindergarten readiness night, and parent meetings through newsletters and other media.
8	Before and After School Enrichment (BASE)	Odyssey Preparatory provides School Age Childcare through our private Enrichment program. The Enrichment program offers student before and after care as well as extracurricular activities. The Enrichment program accepts students who are eligible for School Readiness through the Early Learning Coalition. The program provides students in the aftercare program with a healthy free snack through our Healthy Café. Enrichment staff members work in collaboration with the leadership team, Pre-School director to communicate regularly with parents and work together to best meet the needs of our students.
9	Family Curriculum Programs	Odyssey Preparatory's Title 1 contact work in conjunction with the leadership team and educators to develop grade level specific parent curriculum events. Parents will be informed, guided through hands on practice and provided with materials and strategies to effectively support student learning at home.

**Annual Parent Meeting:**

- Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I program. Memo's home, Facebook and Blackboard messaging, LED marquee.
- A description of the nature of the school-wide Title I program that is shared with parents. Through PasP meetings, Open House, On-line access to the plan
- A description of how the meeting will cover the rights of parents; Power point presentation, pamphlet hand-outs
- A description of how Florida School Grades are calculated and the 2017 School Grade achieved by the school. A useful tool to use for this purpose is the School Grade Overview: Powerpoint at annual meeting, PasP meetings, Annual meeting. <http://schoolgrades.fl DOE.org/pdf/1617/SchoolGradesOverview17.pdf>

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and presentation materials to inform parents on available Title I programs	Title I Contact	August-September 2017	Copies of agendas, PowerPoint presentation and handouts
2	Develop and disseminate flyer for parent notification of event	Title I Contact	August-September 2017	Copy of parent flyer.
3	Develop sign-in sheets/parent feedback survey	Title I Contact	August-September 2017	Meeting sign-in sheets.
4	Advertise/publicize event	Title I Contact	September 2017	Posting on school sign, kiosk, car loop board, OCS group e-mail & OCS website.

**Flexible Parent Meetings:**

- How will the school offer a flexible number of meetings, such as meetings in the morning, afternoon or evening?
- How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement? [ESSA Section 1116]

**Response:**

Odyssey Preparatory's leadership team understands the value of parental involvement and recognizes the connection between parental support and student academic success. In an effort to build upon our current parental support and involvement, we've implemented several opportunities for parent participation. We offer various opportunities for families to receive pertinent information on a frequent and repeated basis. Parents will be provided with the opportunity to mingle with the members of our administrative team, teachers, Title 1 staff, and support team members in a friendly social environment during the Annual Title I Meeting. This will be an opportunity to take advantage of the large parent turn out, where parents will be provided with information relaying the importance of family involvement and to share our passion to partner with parents for the success of every child. Our administrative team works closely with our SAC members, which includes parents, to plan opportunities throughout the year where we can distribute information to our families regarding Odyssey Preparatory programs and events. As many of our parents have work and/or family commitments in the evening we make every effort to accommodate our families and offer before, during, and after school meetings. Our evening programs are made available later in the evening to allow for parents to have the ability to care for their children and attend Title 1 offered meetings and programs. In addition we provide information on these programs and events via Odyssey Preparatory's parent Google e-mail newsgroup, the school's website, the school's marquee sign, monthly school newsletters, and direct mailings.

**Building Capacity:**

- How will the school implement activities that will build the capacity for meaningful parent/family involvement?
- How will the school implement activities that will build relationships with the community in order to improve student achievement?
- How the school will provide materials and trainings to assist parents/families to work with their child(ren)?
- How the school will provide other reasonable support for parent/family engagement activities? [ESSA Section 1116]

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Board Meetings	Administrative team, Board Secretary	Families are invited to regularly held board meetings where they can become familiar with events, programs, and happenings.	On going	Sign in sheets, meeting agenda and minutes
2	PasP Meetings	PasP members, Administrative team, teachers	In partnership with the leadership team and teachers families will establish various ways to support student learning and achievement.	On going	Sign in sheets, handouts, meeting minutes, and presentation materials
4	Communication (Edline, monthly newsletters, event and program flyers, Google E-mail	Administrative team, Tech. Specialist, Title I	Families will be kept well informed about available opportunities to engage in supporting student	On going	Event flyers, school and classroom newsletters, parent feedback surveys

	newsgroup, school marquee, car loop signs	contact and teachers	learning as a means of increasing academic achievement.		
5	Read Aloud Program	Administrative team, Media Specialist, Volunteer Coordinator, Literacy Coach, teachers	Families support their student(s) by reading at home with their child to help promote a love of reading.	On going	Read aloud forms, parent feedback survey
6	Open House (held in conjunction with below Annual Title I Parent Night)	Administrative team and teachers	Families begin to build connections with other families, teachers and the administrative team. Discussion are shared with families regarding curriculum, programs and the importance of forging a strong home to school connection.	September 2017	Sign in sheets, handouts and presentation materials
7	Annual Title 1 Parent Night	Administrative team, Title I Contact and teachers	The Title I contact will share with families information regarding what Title I is, and how it supports student achievement. Families will be informed on school and district Title I programs and how they can become involved to support student academic success.	September 2017	Sign in sheets, handouts, presentation materials and parent feedback survey
8	Teacher-Parent Conferences	Administrative team and classroom teachers	Teachers will discuss with parents individual student's progress, assessment results, behavior and continue learning goals. Parents will be guided as a means of required home instructional support needed for continued student success.	October 2017, February 2018	Sign in sheets, conference notes, handouts, assessment and progress data print-outs
9	Scholastic Book Fair	Administrative team, Literacy Coach, teachers	Families are enlisted to assist students in making appropriate literature selections as a means of helping to promote a reading environment and share the joy of reading.	December, 2017	KeepNTrack documentation, parent feedback survey
10	Parent Science Fair Night (held on 4th-6th grade Title I Open House Night)	Administrative team, Science coach, grade level Science teachers	Teachers will provide parents with an understanding of how to support student learning throughout the process of completing the science fair project. Parents will be provided with resources on how to best guide student's interest in order to fully engage the student in understanding concepts and	November, 2017	Sign in sheets, handouts, presentation materials and parent feedback survey

			information throughout the project.		
11	Literacy Night	Administrative team, Literacy Coach and teachers	Families will be invited to learn about the importance of building a love of reading. Parents will be provided with strategies on engaging students in text by having discussion with their child(ren) about what they're reading.	October 2017	Sign in sheets, handouts and parent feedback survey
12	Math Night	Administrative team, Math Coach and teachers	Students and families will be taught the love of Math, they will engage in stations that teach Math concepts in a fun and easy way for parents to engage their children. Families will leave with the items used in the stations to support at home. Parents will be provided with strategies on engaging to develop strong mathematical skill-sets	April 1, 2013	Sign in sheets, handouts and parent feedback survey
13	Career/College Night (6 <sup>th</sup> Grade)	Administrative Team, Counselor, Coach, and Teachers	Students and families will be invited to learn about school and career readiness.	November, 2017	Sign in sheets, presentation, presenters and parent feedback surveys
14	FSA Night 3rd-5th grade	Administrative Team, Coaches, and Teachers	Families will be invited to learn about the Florida Standards Assessments and how they can support their children at home.	February, 2018	Sign in sheets, presentation, handouts, parent feedback surveys
15	GATEway Family Informaiton Night (Held in conjunction with Odyssey Charter Jr/Sr High)	Administration Team, GATEway Teacher	Families of GATEway students are invited to learn about our Gifted and Talented Education program and how we work with our high achieving students to enrich their education	September, 2017	Sign in sheets, presentation, agenda

**Staff Development:**

Provide a description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families, **in the value and utility of contributions of parents/families?**

**Response:**

Teachers and staff have positive discipline during pre-planning which helps with understanding the importance of problem solving and conflict resolution. During the training it is stressed the importance of communication and building partnerships with parents.

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in how to reach out to, communicate with, and work with parents/families as equal partners?**

**Response:**

During pre-planning staff discuss with their teams and the whole staff on ways to effectively communicate with parents. Throughout the year e-mail reminders and verbal reminders are given in staff meetings. Teachers continue to discuss throughout the year effective ways to reach children and parents.

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in implementing and coordinating parent/family programs, and in building ties between parents/families and the school?** [ESEA Section 1116]

**Response:**

During the year we are providing several activities for our families including the following: Title I math and literacy nights, Barnes and Noble Night, Pedestrian and Bike Safety, Coffee House Open Mic, and Bingo for Books.

**Other Activities:**

- How other activities, such as a parent resource center, the school will conduct will encourage and support parents and families in more meaningful engagement in the education of their child(ren)? [ESSA Section 1116]

**Response:**

Odyssey Preparatory Academy tracks all required Title I Documentation as required by Federal Guidelines (Section 1118(e)(4)). Documentation is completed by identifying students, dates, and the method in which documentation is disseminated. Odyssey Preparatory has created and will make available in our front office the Title 1 binder. Parents will be provided with information pertaining to all Title 1 programs, events, and offerings at both the school and district. In addition the Parent Involvement plan will be made available on the school's website, along with other pertinent information such as the School's Improvement Plan. Teachers will keep parents informed of ways they can help support student learning by sharing out current happenings in their monthly classroom newsletters. In addition Odyssey Preparatory will hold a Parent Edline information meeting and encourage all parents to attend. Parents will have the opportunity to access and set up their parent accounts to their child's(ren's) Edline account. The importance of being informed on the academic progress of their child(ren) will be shared. After Title I activities such as the Title I Math Night, Annual Meeting and Science Information night, all families are given a survey to which they are asked if they feel the information provided was helpful; do they feel more knowledgeable and feel they can support their student better from the material that was presented; was the meeting scheduled at a convenient time;

**Communication:**

- How the school will provide timely information about the Title I programs? Blackboard, Facebook, Remind
- How the school will describe and explain the curriculum at each grade level, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain? Open Houses, Parent events.
- How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?PasP meetings, Meetings with Administrators
- How the school will submit parent/families comments if the school-wide plan is not satisfactory to them?

Through staff meetings, Board meetings, PasP meetings. [ESEA Section 1116]

**Response:**

At the Annual Title I meeting, parents will receive information about the Title I program, curriculum, academic assessments, and grade level expectations. Copies of all handouts and presented information will be made available and provided to any parent who requests, that is not able to attend the meeting. This information as well as Odyssey Preparatory's PIP will also be made available to parents via Odyssey Preparatory's website and can be located under the parent tab. For parents who are unable to attend their child's(ren's) Open House event, classroom teachers will send packets of information shared home with students the following day. Parents are encouraged to attend scheduled parent conference nights on November and January. Our classroom teachers are also available to conference before school, during their planning time and after school in order to accommodate parents' scheduling conflicts. Edline will be used as an additional source of communication between school and home and all teachers are responsible for updating it regularly. Students in 3rd-6th grades receive daily planners for homework recording or parent notes. Yearly calendars go home with every student and bi-monthly school and classroom newsletters keep parents informed of happenings in our building. Other forms of communication that are used include the school website, school marquee and car loop signs. Addition of Remind App and Facebook Page for parent communication. The school uses Blackboard and the Google News Group as well for email and/or phone communication.

**Accessibility:**

- A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?
- A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?

**Response:** The Parent and Family Engagement Plan (PFEP) will be summarized in a brochure that will be translated and printed in English, Spanish and Haitian-Creole. The brochure will be disseminated to parents of all students at the school at the beginning of the year. For parents who miss the parent meeting, we will send the brochure home with students. Documentation of day and method of distribution will be maintained and recorded on the district Parental Involvement checklist that is sent to the district office. The brochure will offer to provide a hard copy of the PFEP in its entirety through Odyssey Preparatory's front office and additionally posted on Odyssey Preparatory's school website. Odyssey Preparatory Academy will provide full opportunities and accommodations will be made, to the extent feasible, for participation of parents with limited English proficiency, parents with disabilities, and parents of homeless and migratory children at all of our family and community events.

**Barriers:**

- Describe identified barriers that hindered participation by parents during the previous school year?
- A description of the steps the school will take during the upcoming school year to overcome the barriers (**with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children**)? [ESSA Section 1116]

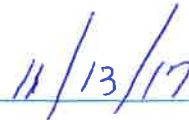
count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Many of our families have been affected by the economic hardship which has resulted in a lower number of parents who are able to attend offered parent involvement opportunities for various reasons.	We will work closely with our teachers to help identify families in need so that we support these parents in becoming an active and present support for their child(ren). Numerous opportunities for parents to support both at home and at school events will be made available and advertised through classroom and school newsletters, Blackboard messages, and e-mail blasts through our parent Goggle news group. Both day and evening opportunities will be offered in order to better fit



		into family schedules and dinner will be provided at many of our evening events to assist our families.
2	Language Barrier	Odyssey Preparatory Academy will work in partnership with our ESOL staff to provide information in the native language of our parents to help keep them informed of parent involvement events and opportunities.



Signature of Principal



Date signed