

Odyssey Preparatory Academy
2018-2019 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 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:

The mission of Odyssey Preparatory Academy is to work in partnership with the family and community, with the aim of helping each child reach 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:

- **List and describe** how the school will involve stakeholders (families, community members, school staff) in an organized, ongoing, and timely manner, in the planning, implementation, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used and the creation of school improvement plans (SIP) and comprehensive needs assessments (CNA). [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 participating in our parent volunteer organization, Parents as Partners (PasP). Parents are invited by notification of Odyssey'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. 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 OPA 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:

	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 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's 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'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'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 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 Prep Academy 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 Prep Academy 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 Programs	Odyssey's Title 1 contacts 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:

To meet the needs of our school, families and students, Odyssey Preparatory Academy will provide our Annual Title 1 Parent meeting on the same night as our Open House. Families were invited through a paper invitation, on our LED marquee, through social media including Facebook and Remind and through the Blackboard internet option.

During the evenings, parents were introduced to the teachers and staff that were there to support their children. A PowerPoint was presented to the parents sharing all the Title 1 requirements, rights of parents and students as well as the school's data and expectations. Families were introduced to our Parents as Partners contact and were given information about upcoming meetings and to assist them with volunteering throughout the year. Information was given about translations and programs available to assist our Hispanic families.

An information gathering survey was given and collected from parents to help each school to ensure parent feedback was utilized in creating the 2018-19 School Improvement Plan. Parents were also asked to complete a short exit survey to let the school know if the needs of the family were met in the presentation and evening.

A description of how Florida School Grades are calculated and the 2018 School Grade achieved by the school can be located at <http://schoolgrades.fldoe.org/pdf/1617/SchoolGradesOverview17.pdf>

An overview was presented in the Powerpoint at the Annual meeting, and at PasP meetings.

	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 2018	Copies of agendas, PowerPoint presentation and handouts
2	Develop and disseminate flyer for parent notification of event	Title I Contact, Teachers, Front Desk	August-September 2018	Copy of parent flyer
3	Develop sign-in sheets, Information Gathering Parent Survey, and Exit slip	Title I Contact, Administration	August-September 2018	Meeting sign-in sheets, samples of completed surveys and exit slip
4	Advertise/publicize event	Title I Contact	September 2018	Posting on school sign, car loop board, Blackboard, Remind, Facebook

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 Academy's leadership team understands the value of parental involvement and recognizes the connection between parental support and student academic success. 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 turnout, 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. 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's parent e-mail newsgroup, the school's website, social media sites, the school's marquee sign, monthly school newsletters, and direct mailings.

Building Capacity:

- What strategies were used to increase family and community engagement in decision-making.
- 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]

At the Title 1 Annual Meeting, a Parent Involvement Survey was shared with families to collect information that will guide our family engagement events throughout the year. At these Title 1 Annual Meetings we had most of our families attend due to the fact that we combined the Annual meeting with our Open House for each grade level. This offered us a full contingency of families to give us ideas and ways we can support them throughout the year. Odyssey Preparatory Academy (OPA) is always looking at ways to partner with our neighborhood churches and businesses to bring volunteers and support to our school and for our families. We have partnered with Brevard Health Alliance and Big Bear Counseling to provide outside services for our families in need. During our Title 1 academic nights we will provide the families with strategies and activities that they can take home and use with their child, for example, vocabulary or comprehension strategies that can be used by all as the students are reading or doing homework. As needed, translation services will be provided for Parent/Teacher conferences, IEP or 504 meetings or family events where translation is needed. OPA employs a Family Engagement Specialist/Volunteer Coordinator that will assist families by providing information about any Parenting/Family events. This contact will also assist the school in locating Volunteers that can work with our students in the classrooms providing not only academic help but also another mentor that can help to guide the students.

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House	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 2018	Sign in sheets, handouts and presentation materials
2	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 2018	Sign in sheets, handouts, presentation materials and parent feedback survey
3	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
4	PasP Meetings	PasP members, Administrative team, teachers, Family Engagement Specialist	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

5	Communication (Edline, monthly newsletters, event and program flyers, E-mail newsgroup, social media, school marquee, blackboard)	Administrative team, Tech. Specialist, Family Engagement Specialist, and teachers	Families will be kept well informed about available opportunities to engage in supporting student learning as a means of increasing academic achievement	On going	Event flyers, school and classroom newsletters, parent feedback surveys
6	Teacher-Parent Conferences	Administrative team and classroom Teachers	Teachers will discuss with parents, their 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 2018, February 2019	Sign in sheets, conference notes, handouts, assessment and progress data printouts
7	Bingo for Books	Administrative team, Family Engagement Specialist	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.	January, 2018	parent feedback survey
8	Family Gross Out Night & Parent Science Fair Night	Administrative team, Science coach, Family Engagement Specialist	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 to fully engage the student in understanding concepts and information throughout the project.	September 2018	Sign in sheets, handouts, presentation materials and parent exit survey
9	Literacy Night	Administrative team, Instructional Coach, Title I Coordinator, 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 2018	Sign in sheets, handouts and parent feedback survey
10	Math Night	Administrative team, Instructional Coach, Title I Coordinator	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.	November 2018	Sign in sheets, handouts and parent feedback survey

11	Family Holiday Movie Night	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	November, 2018	Sign in sheets, presentation, handouts, parent feedback surveys
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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?**
- 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?**
- 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?** [ESSA Section 1116]

Response:

Teachers and staff have training in positive discipline during pre-planning and throughout the year 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. Staff will also be trained in Crisis Prevention De-Escalation to assist with dealing with students and families in crisis/trauma. During pre-planning staff discuss with their teams and the whole staff on ways to effectively communicate with parents. Teachers were given communication logs and trained on the use of them and the importance of positive communication with our families on a weekly basis. Throughout the year e-mail reminders and verbal reminders are given in staff meetings. Throughout the year at staff meetings Teachers are asked to discuss and brainstorm effective ways to reach children and parents. The School Guidance Counselor will train the staff on our Mental Health plan and on services that are available to assist the families and students.

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 (OPA) tracks all required Title I Documentation as required by Federal Guidelines. Documentation is completed by identifying students, dates, and the method in which documentation is disseminated. OPA 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, OPA will hold a Parent FOCUS 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) FOCUS 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, etc...

Communication:

- How the school will provide timely information about the Title I programs?
- 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?
- 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)?
- How the school will submit parent/families comments if the school-wide plan is not satisfactory to them? [ESSA Section 1116]
- How will the school ensure that PFEP, SIP, CNA and other documents are shared with community stakeholders?

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 Academy (OPA) School Improvement Plan will also be made available to parents via OPA'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. All information given at the Title 1 Annual meeting will be put together to give to all new families that join OPA after the September date. 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 to accommodate parents' scheduling conflicts. FOCUS 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. In addition, social media will be used to communicate and invite families to events and to share information those will include; Remind App and our school 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 Academy's (OPA) front office and additionally posted on OPA's school website. OPA 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 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 attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children**)? [ESSA Section 1116]

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. Because of this, Odyssey Preparatory Academy (OPA) will work closely with our teachers to help identify families in need so that we can 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 and Facebook messages, and email blasts. Both day and evening opportunities will be offered to better fit into family schedules and dinner or healthy snacks will be provided at many of our evening events to assist our families. OPA 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